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SECRETARY OF THE AIR FORCE**



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SPECIAL TROPHIES AND AWARDS

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This Air Force Instruction (AFI) implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Programs*, and describes special trophies and awards programs sponsored by the United States Air Force (USAF) and by private organizations that seek Air Force participation. It applies to all active duty Air Force, Air Force Reserve Command (AFRC), and Air National Guard (ANG) members and civilian employees paid through appropriated funds. It outlines how to nominate deserving individuals or units for these awards. This publication may be supplemented at any level, but all direct Supplements must be routed to the Office of Primary Responsibility (OPR) of this publication for coordination prior to certification and approval. Requests for waivers will not be considered. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974, System of Records Notice F036 AF PC V, *Awards and Decorations*, applies.

Refer recommended changes and questions about this publication to the OPR using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through AFPC/DPSIDR, Air Force Recognition Programs Section, 550 C Street West, Suite 12, Randolph AFB TX 78150-4712 or afpc.dpdxi.pubfmmgt@randolph.af.mil.

Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with (IAW) the Air Force Records Information Management System Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

Any organization may supplement this publication which must be approved and reviewed by the OPR. Major Commands (MAJCOMs), Field Operating Agencies (FOAs), and Direct Reporting Units (DRUs) must send one copy of their published and or posted supplement to the OPR at AFPC/DPSIDR, 550 C Street West, Suite 12, Randolph AFB TX 78150-4712. Other organizations send one copy of each published and or posted supplement to the next higher headquarters.

(SEYMOURJOHNSONAFB) This instruction defines 4th Fighter Wing guidance and information on the administration of the programs and applies to all 4th Fighter Wing personnel. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command.

(SEYMOURJOHNSONAFB) This publication aligns with AFI 36-2805, *Special Trophies and Awards*, and the ACC Supplement. It provides reference to the two Appropriated Fund Civilian Award categories. It establishes responsibilities of the 4 FW/CCEA Special Awards Recognition Monitor and the 4 FW/CCCE in management and administration of the 4th Fighter Wing Quarterly and Annual awards recognition program, as well as establishing unit responsibilities and suspenses for quarterly/annual/functional and special category awards. The publication modifies the role of the 4th Fighter Wing First Sergeants and realigns responsibilities of those managing the programs, modifies competition levels, and simplifies nomination process. It also provides reference to dormitory excellence and room of the quarter awards.

SUMMARY OF CHANGES

This publication is substantially revised and must be completely reviewed. This revision incorporates awards which were not included in the last revision and awards which were transferred to AFPC/DPSIDR. This change also redefines the eligibility for the Air Force Recognition Ribbon (AFRR) and identifies in Attachment 4 those awards for small team recognition.

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Chapter 1

GENERAL INFORMATION REGARDING SPECIAL TROPHIES AND AWARDS

1.1. Nominating Procedures. Commanders at all levels actively advertise the nomination procedures for special trophies and awards. Commanders verify achievements and nominate those qualified for appropriate awards. MAJCOM, FOA, or DRU commanders, vice commanders, or executive directors indorse nominations on their personnel. When nominating persons or units assigned to other commands, commanders acquire by letter, the coordination of the commander or vice commander of the owning MAJCOM, FOA, or DRU. Submit nominations to AFPC/DPSIDR, with the parent MAJCOM, FOA, or DRU commander's coordination.

1.1. (SEYMOURJOHNSONAFB) Recognition Program Responsibilities:

1.1.1. (Added-SEYMOURJOHNSONAFB) 4 FW Commander (CC):

1.1.1.1. (Added-SEYMOURJOHNSONAFB) Responsible for the overall management of the quarterly and annual awards program.

1.1.1.2. (Added-SEYMOURJOHNSONAFB) Provide funding for the purchase of trophies and medallions.

1.1.2. (Added-SEYMOURJOHNSONAFB) FW Command Chief Master Sergeant (CCC):

1.1.2.1. (Added-SEYMOURJOHNSONAFB) Manage quarterly and annual awards programs.

1.1.2.2. (Added-SEYMOURJOHNSONAFB) Coordinate with Chief's Group and community/military sponsors on recognition mementoes for wing quarterly/annual award winners.

1.1.2.3. (Added-SEYMOURJOHNSONAFB) Select dates and convene quarterly awards boards on the month following each quarter. The 4 FW awards calendar is located on the 4 FW/Command Chief SharePoint page.

1.1.2.4. (Added-SEYMOURJOHNSONAFB) Select dates and convene annual awards boards during the month of January.

1.1.3. (Added-SEYMOURJOHNSONAFB) 4 FW Command Chief Executive Assistant (CCCE):

1.1.3.1. (Added-SEYMOURJOHNSONAFB) Prepare board folders, score sheets, and send them electronically in advance. Develop a schedule of events; serve as board recorder (if required by the Board President) for all enlisted boards.

1.1.3.2. (Added-SEYMOURJOHNSONAFB) Suspend and receive nomination packages no later than (NLT) 1200 hours four days prior to the board convening.

1.1.3.3. (Added-SEYMOURJOHNSONAFB) Task each group to provide one CMSgt or CMSgt-select to act as board President for each enlisted award category and one board member for each specific board (i.e. Airman, NCO, SNCO, and CGO).

1.1.3.4. **(Added-SEYMOURJOHNSONAFB)** Notify 4 FW/CC and CCC on board selections by official memorandum. Include the winning AF IMT 1206, *Nomination for Award*, Single Unit Retrieval Format (SURF), and member's Physical Training (PT) score sheet.

1.1.3.5. **(Added-SEYMOURJOHNSONAFB)** Arrange for presentation of quarterly awards at a ceremony after the quarterly award boards convene. The awards ceremony will be the same month that the board convenes.

1.1.3.6. **(Added-SEYMOURJOHNSONAFB)** Arrange for presentation of annual awards at an evening banquet after the annual boards convene. The banquet will be the same month that the board convenes.

1.1.3.7. **(Added-SEYMOURJOHNSONAFB)** Coordinate invitations and presentations for on- and off-base sponsors. This office will serve as sole point of contact for the Wing.

1.1.3.8. **(Added-SEYMOURJOHNSONAFB)** Coordinate with First Sergeant representative on the details pertaining to the quarterly/annual awards ceremonies/banquet.

1.1.3.9. **(Added-SEYMOURJOHNSONAFB)** Handle seating arrangements of recognition program sponsors, coordinate with 4 FW/CCP, and develop the script.

1.1.3.10. **(Added-SEYMOURJOHNSONAFB)** Ensure requirements and the suspense are met for all quarterly and annual award categories.

1.1.3.11. **(Added-SEYMOURJOHNSONAFB)** Encourage support from Private Organizations such as the Chief's Group, Top 3, Group 56, AFSA Chapter 371, and Company Grade Officers Council to provide funds to pay for mementoes, meals for sponsors, and support of 4 FW and higher headquarters awards ceremonies.

1.1.3.12. **(Added-SEYMOURJOHNSONAFB)** Coordinate with 4 FW/CCEA to procure plaques and engraving for presentation at the awards ceremonies/banquet.

1.1.4. (Added-SEYMOURJOHNSONAFB) 4 FW Recognition Monitor (CCEA):

1.1.4.1. **(Added-SEYMOURJOHNSONAFB)** Assist 4 FW/CCCE to prepare board folders, score sheets; serve as board recorder (if required by the Board President) for Enlisted and Officer category awards as necessary.

1.1.4.2. **(Added-SEYMOURJOHNSONAFB)** Assist 4 FW/CCCE with matters pertaining to the Wing recognition program each quarter/year. Specifically: announce pertinent dates NLT 30 days before the event, help handle nomination packages, and arrange boards as needed.

1.1.5. (Added-SEYMOURJOHNSONAFB) 4 FW Public Affairs Office (PA):

1.1.5.1. **(Added-SEYMOURJOHNSONAFB)** Upon receipt of notification from 4 FW/CCEA, publish announcement in the base paper of each upcoming quarterly and annual board/recognition ceremony; provide appropriate publicity and support for hometown news release for quarterly and annual award recipients.

1.1.5.2. **(Added-SEYMOURJOHNSONAFB)** Will provide a photographer for the 4 FW Recognition Ceremony and the 4 FW Annual Awards Banquet. An AF IMT 833, *Multimedia Work Order* will accompany the request for photographer.

1.1.5.3. **(Added-SEYMOURJOHNSONAFB)** Will work with 4 FW/CCCE to ensure all necessary photographs are taken in accordance with the 9 AF OPY and the ACC 12 OAY requirements.

1.1.6. (Added-SEYMOURJOHNSONAFB) Group Commanders or Designated Officials (Group Superintendents):

1.1.6.1. **(Added-SEYMOURJOHNSONAFB)** Designate in writing the awards POC. For Quarterly awards, the POC will provide 4 FW/CCCE the nominee's 1206, SURF, and PT score sheet. For Annual awards, the POC will provide 4 FW/CCCE the nominee's 1206, SURF, PT score sheet, and all other requirements designated by ACC and 9 AF.

1.1.6.2. **(Added-SEYMOURJOHNSONAFB)** Develop a viable quarterly recognition program.

1.1.6.3. **(Added-SEYMOURJOHNSONAFB)** Appoint, in writing, a primary and alternate group monitor to work with 4 FW/CCEA and 4 FW/CCCE on all matters pertaining to the Wing recognition program. Appointment letters will be sent to 4 FW/CCCE and maintained on file.

1.1.6.4. **(Added-SEYMOURJOHNSONAFB)** Provide quarterly and annual board members to score award packages.

1.1.6.5. **(Added-SEYMOURJOHNSONAFB)** Ensure immediate notification to 4 FW/CCEA Recognition Monitor when special category award suspenses are received directly from originating agencies.

1.1.6.6. **(Added-SEYMOURJOHNSONAFB)** Ensure Award nominations in functional categories are presented to 4 FW/CCEA for 4 FW/CC review and approval prior to suspense from originating agencies (if applicable).

1.1.7. (Added-SEYMOURJOHNSONAFB) First Sergeants:

1.1.7.1. **(Added-SEYMOURJOHNSONAFB)** Oversee the quarterly and annual awards program within their unit.

1.1.7.2. **(Added-SEYMOURJOHNSONAFB)** Coordinate the details pertaining to the quarterly/annual awards ceremonies/banquet, and assist the 4 FW/CCCE with matters pertaining to the Wing recognition program each quarter/year.

1.1.7.3. **(Added-SEYMOURJOHNSONAFB)** Advertise key dates for nomination packages and recognition ceremonies to squadron personnel.

1.1.7.4. **(Added-SEYMOURJOHNSONAFB)** Notify/encourage nominees to attend recognition ceremonies.

1.1.7.5. **(Added-SEYMOURJOHNSONAFB)** Assist 4 FW/CCC with quarterly and annual awards ceremony planning and execution.

1.1.8. (Added-SEYMOURJOHNSONAFB) Program Managers (4 FW/CCCE, Airman and Family Readiness Center Volunteer Coordinator, and Honor Guard Council):

1.1.8.1. (Added-SEYMOURJOHNSONAFB) Select, notify, and brief board members.

1.1.8.2. (Added-SEYMOURJOHNSONAFB) Arrange date, time, and place of wing boards.

1.1.8.3. (Added-SEYMOURJOHNSONAFB) Provide board recorder (if needed/required).

1.1.8.4. (Added-SEYMOURJOHNSONAFB) Collect nomination packages and provide them to the board members.

1.1.8.5. (Added-SEYMOURJOHNSONAFB) Provide board results to 4 FW/CCCE immediately after the board convenes.

1.1.9. (Added-SEYMOURJOHNSONAFB) Board President:

1.1.9.1. (Added-SEYMOURJOHNSONAFB) Responsible for the board proceedings.

1.1.9.2. (Added-SEYMOURJOHNSONAFB) In the event of a tie, the board president will serve as the tie breaker.

1.1.9.3. (Added-SEYMOURJOHNSONAFB) Provide all score sheets and board results to 4 FW/CCCE immediately following the board meeting.

1.2. Air Force-level Awards. Air Force functional activities or private organizations establish Air Force-level awards. The designated OPR and the Air Force Uniforms and Recognition Branch (AF/A1SRU) approve implementing instructions. Notify AF/A1SRU when the award is terminated.

1.2.1. The experts in a given function will manage functional awards. Functional managers will ensure nomination write-ups are limited to two pages, using the Air Force Form 1206, *Nomination for Award*. Exceptions to this requirement must be approved by AF/A1SRU. Functional areas requiring the use of base visits to determine award winners will limit such visits to one visit per base per award.

1.3. Wartime Guidance. Programs governed by this instruction will continue during conflicts below the level of declared war. In the event that a national emergency is declared by Congress or the President of the United States, programs sponsored by Headquarters (HQ) USAF may be suspended. The Air Force will suspend administrative support for programs sponsored by private organizations.

1.4. Establishing Special Trophies and Awards Programs. Commanders at any level may establish special trophies and awards programs to recognize military and civilian members and units or organizations. Include such recognition programs in appropriate base supplements.

1.4.1. Awards may be named in honor of living or deceased Air Force military members and Department of the Air Force (DAF) civilians who had honorable records and made significant contributions to the Air Force or to the functional area in which the award is being established. Consider individuals of prominence or those whose careers or actions were important and meaningful to the function in which the award will be established. Thoroughly review the career and personal history of the individual to ensure the individual is worthy of such honor before naming an award in their honor. When an award is established, the designated award OPR or manager will send a letter, signed by the appropriate commander or vice commander, to AFPC/DPSIDR notifying of the

establishment of the award. Include the award and criteria in an appropriate supplement or instruction. Commanders at all levels are responsible for ensuring and maintaining the integrity of special trophies and awards programs. All awards named for individuals will be established only in accordance with this instruction. The requirements of this instruction are mandatory when considering memorial-type awards. List what sources were reviewed to perform the background check and that verification has been made that no derogatory information was found on the individual which would preclude naming an award in their honor.

1.4.2. Possible sources to review when determining individuals' suitability for memorialization are:

1.4.2.1. Military personnel records (retired or deceased military members), which are located at the National Personnel Records Center (NPRC), Military Personnel Records, 9700 Page Avenue, St Louis, MO 63132-5100.

1.4.2.2. Military personnel records (active duty, separated, and retired): As of 1 October 2004, the Air Force Personnel Center began receiving military records for transfer to electronic record storage. Records are located at AFPC/DPSIR, 550 C Street West, Suite 21, Randolph AFB TX 78130.

1.4.2.3. Civilian personnel records (retired or deceased DAF civilians), which are located at the National Archives and Records Administration, NPRC (Civilian Personnel Records), 111 Winnebago Street, St Louis, MO 63118-4126. After 20 April 2009, civilian records are also located at the National Archives and Records Administration Annex, 1411 Boulder Boulevard, Valmeyer IL, 62295.

1.4.2.4. Public libraries for archived newspaper articles.

1.4.2.5. Local newspapers.

1.4.2.6. Local courthouse records.

1.4.2.7. Local Air Force Office of Special Investigations or Security Forces.

1.4.2.8. Interview family, friends, acquaintances, and coworkers.

1.4.3. Do not duplicate existing special trophies and awards programs in either name or criteria (recognizing an achievement or accomplishment in performance reports or a citation to accompany an award is not considered duplication or dual recognition). Award elements will not duplicate elements of existing formal award programs. Refer to AFI 65-601V1, *Budget Guidance and Procedures*, for further guidance regarding funding for award elements. Awards must be of nominal value. Awards may not be redeemable for cash, merchandise, or services. The cost of awards will be commensurate with the significance of the achievement being recognized.

1.4.4. A one-time unique trophy or award may be given to an individual or unit whose achievements make a significant contribution to the effectiveness and efficiency of the Air Force.

1.5. Travel for Military Members or Department of the Air Force Civilians. Air Force military or Department of the Air Force civilian personnel selected for an award listed in this instruction will attend the presentation ceremonies at government expense. When a unit is

selected to receive an award, the unit commander attends the presentation ceremony to accept the award on behalf of the unit.

1.6. Travel for Non-Military Members or Non-Department of the Air Force Civilians. When individuals who are neither military members nor Department of the Air Force civilians are selected as recipients of these awards, invitational travel will be authorized so they may attend the presentation ceremony. Refer to the AFI 24-101, *Passenger Movement*, for instructions and limitations on travel reimbursements for members and employees and invitation travel orders for family members and non-Department of the Air Force civilians.

1.6.1. MAJCOM commanders or vice commanders are authorized to approve spouse travel for award recipients assigned to their command. This approval authority may not be further delegated. When spouse travel is approved, invitational travel authorization orders will be issued and only transportation costs will be funded; per diem will not be paid. If there is no spouse, the member may elect to invite one family member to attend the award ceremony.

1.7. Funds. Authorize funds for reasonable costs of trophies, plaques, and so forth for presentation purposes. Do not authorize cash awards.

1.7.1. Use appropriated funds for trophies and awards to recognize mission accomplishment. Such awards include Junior Officer, Noncommissioned Officer (NCO), or Airman of the Quarter or Year, functional work area, and so on. Refer to AFI 65-601, Volume 1. This authority does not apply to awards for employees who are paid from nonappropriated funds (NAF) according to policies regarding the use of NAF.

1.7.2. Do not use NAFs to supplement awards paid from appropriated funds. When appropriated funds are not available or are not authorized, the commander may use NAF to buy trophies and awards, if authorized by AFI 34201, *Use of Nonappropriated Funds (NAFs)*. Do not use NAFs for awards to civilian personnel who are paid from appropriated funds.

1.7.3. Handle trophies or funds donated to set up a special trophy or award under AFI 51-601, *Gifts to the Department of the Air Force*.

1.8. Air Force Recognition Ribbon (AFRR) Eligibility. Award this ribbon to recipients selected as the overall winners of Air Force-level/Air Force functional special trophies and awards. Any recipient selected for an eligible award since 12 October 1980, when the AFRR was established, receives the ribbon. These trophies and awards can be found in the applicable AFI's listed in Attachment 4.

1.8.1. The following military members wear the ribbon:

1.8.1.1. Named individuals or members of small teams who receive Air Force-level special trophies and awards listed in this instruction.

1.8.1.2. Named individuals or members of small teams who receive a functional Air Force-level special trophy or award managed by the functional area of responsibility and listed in this instruction.

1.8.1.3. Named individuals or members of small teams competing in Air Force-wide competitions sponsored by a MAJCOM whose award is listed in this instruction.

1.8.2. A small team is defined as an organized, developed component of members composed for a specific purpose (i.e., Tiger Team) or an operation (i.e., bomber crew, security forces contingent, etc.) that is not constituted as a USAF organization by a DAF letter. As such, a team is not entitled to a lineage and honors history or an emblem. The determining factor in eligibility is either individual achievement or achievement of a small team in which each team member's contribution was integral to mission accomplishment, as opposed to organizational groups in which the contribution of individuals could vary widely.

1.8.3. Recipients must be determined by Air Force-wide competition in that functional specialty.

1.8.4. Awards must be earned via a competitive process; winners must be nominated by the Air Force in private organization competitions, and won in an Air Force-wide competition.

1.8.5. Civilian recipients, who meet the criteria in paragraphs 1.8.1.1. through 1.8.1.3., wear the Air Force Recognition lapel pin.

1.8.6. The following are not eligible to receive the ribbon:

1.8.6.1. Organizations, units, or activities cited as recipients of Air Force-level special trophies or awards.

1.8.6.2. Members assigned to such cited organizations, units, or activities. **Example:** When a unit or organization is named as the recipient, no one in that cited unit or organization is awarded the ribbon.

1.8.6.3. Nominees and selectees of special trophies and awards programs at MAJCOM, FOA, DRU, base, or unit levels.

1.8.6.4. Nominees or selectees for 12 Outstanding Airmen of the Year (12 OAY). The appropriate ribbon, the Outstanding Airman of the Year Ribbon, is described in [paragraph 3.10.7](#)

1.8.7. Award of the AFRR to Air Force-level or functional awards not listed in [Attachment 4](#) require approval from AF/A1.

1.9. OPRs of Air Force-level functional special trophies and awards include entitlement information to the ribbon in instructions pertaining to their functional special trophies and awards programs. OPRs will send a message each year to their functional counterparts announcing the recipients of their respective awards. Send a copy of the message to the member's Military Personnel Section (MPS), Customer Service Element, for Military Personnel Information Data System update and file in the member's military personnel records.

Chapter 2

PREPARING NOMINATION PACKAGES FOR SPECIAL TROPHIES AND AWARDS MANAGED BY AFPC SPECIAL TROPHIES AND AWARDS OFFICE (AFPC/DPSIDR)

2.1. Preparing Nominations.

2.1. (SEYMOURJOHNSONAFB) Award Categories:

2.1.1. Prepare nominations for awards which AFPC/DPSIDR manages as outlined in the respective paragraphs. *Note:* Please review the solicitation messages for each award (as applicable) which are located on AFPC's website for current nomination package procedures, contents, and suspense dates.

2.1.1. (SEYMOURJOHNSONAFB) Airman of the Quarter and Year (Airman Basic through Senior Airman).

2.1.1.1. Vigilance should be taken to protect Privacy Act (PA) and Personal Identifying Information (PII) when submitting or sending nominations, applications or other documents to DoD agencies whether by postal methods, faxing or through government internet systems. As a minimum review the following references that contain sensitive or For Official Use Only information: AFI 33-332, *Air Force Privacy Program*; AFMAN 33-152, *User Responsibilities and Guidance for Information Systems*; AFI 33-129, *Web Management and Internet Use*.

2.1.2. MAJCOMs, FOAs, and DRUs will ensure nominations arrive at AFPC/DPSIDR by the suspense dates listed in the message for the respective award. MAJCOMs, FOAs, and DRUs will send an e-mail to AFPC/DPSIDR by the date shown if no nominations will be submitted for any of these awards.

2.1.2. (SEYMOURJOHNSONAFB) Noncommissioned Officer (NCO) of the Quarter and Year (Staff Sergeant and Technical Sergeant).

2.1.3. The following instructions apply to all awards for which AFPC/DPSIDR is the OPR (unless noted otherwise in the award nomination instructions).

2.1.3. (SEYMOURJOHNSONAFB) Senior Noncommissioned Officer (SNCO) of the Quarter and Year (Master Sergeant and Senior Master Sergeant).

Note: First Sergeants are ineligible for the Senior NCO competition. Chief Master Sergeants do not compete for 4 FW awards.

2.1.4. Use AF Form 1206 when required in the award description. Ensure nomination write-ups are limited to the front side of AF Form 1206. Use a bullet or point-paper format, not running narrative. AFPC/DPSIDR is the Air Force OPR for this form. Other OPRs of functional awards may use the form.

2.1.4. (SEYMOURJOHNSONAFB) Company Grade Officer of the Quarter and Year (Second Lieutenant through Captain).

2.1.5. For those awards requiring the write-up be placed on bond paper, limit each write-up to the length cited in the instructions for the award, and follow the format prescribed in the message or according to the sponsor's website.

2.1.5. **(SEYMOURJOHNSONAFB)** Field Grade Officer of the Year (Major through Lieutenant Colonel).

2.1.6. Do not sign the write-ups.

2.1.6. **(SEYMOURJOHNSONAFB)** Appropriated Fund Employee of the Quarter and Year - Civilian Category I (Civilian employees in grades at/or below GS-08, WG-11, WL-09, Ws-05 and other equivalent pay grades).

2.1.7. A public release statement memorandum will be addressed to AFPC/DPSIDR. The nominee must sign and date a statement that reads verbatim: "I DO OR DO NOT AGREE TO GIVE PERMISSION TO USE MY NAME, RANK, AND BASE OF ASSIGNMENT IN THE ANNOUNCEMENT MESSAGE OR FOR ANY PUBLICITY REGARDING THE AWARD WINNER."

2.1.7. **(SEYMOURJOHNSONAFB)** Appropriated Fund Employee of the Quarter and Year - Civilian Category II. (Civilian employees in grades at/or above GS-09, WG-12, WL-10, WS-06 and other equivalent pay grades)

2.1.8. Avoid flowery prose and hyperbole. State the facts.

2.1.8. **(SEYMOURJOHNSONAFB)** First Sergeant of the Year. (SNCOs awarded the 8F000 AFSC, served in the position of First Sergeant, and held the 8F000 AFSC for at least 6 months during the award period. Award period is 1 January to 31 December.)

2.1.9. Use the format in [Attachment 2](#) when biographies are required.

2.1.9. **(SEYMOURJOHNSONAFB)** Twelve Outstanding Airman of the Year. (Annual winners in the Airman, NCO, and SNCO categories will represent the 4 FW in the 12 OAY programs.)

2.1.10. Use the format in [Attachment 3](#) when citations are required.

2.1.10. **(SEYMOURJOHNSONAFB)** Honor Guard Member of the Quarter and Year (Airman Basic through Senior Airman).

2.1.11. Send all nominations electronically in original format. For example, the biography and citation will be saved and emailed as a Word attachment. Scan only those documents requiring a signature into a PDF file.

2.1.11. **(SEYMOURJOHNSONAFB)** Volunteer of the Quarter and Year. (Military members, federal civilians, family members, military and federal retirees)

2.1.12. Send through command channels and get the endorsement of the MAJCOM/FOA/DRU commander, vice commander, or executive director.

2.1.13. Do not send classified material.

2.1.14. Note any special requirements shown in the description of the award.

2.1.15. Nominate individuals in the category of competition that corresponds to the grade held for the majority of the award period unless otherwise stated.

2.1.16. The MAJCOM, FOA, or DRU Special Trophies and Awards office must e-mail negative submission responses to AFPC/DPSIDR.

2.2. (Added-SEYMOURJOHNSONAFB) Military Eligibility Criteria:

2.2.1. **(Added-SEYMOURJOHNSONAFB)** Nominees will compete in the grades held for the longest period of time. For example, if a nominee was a SrA for 85 days of the quarter and a SSgt for only five days, he/she would compete in the Airman category. Additionally, members should be present for duty on station for at least half of the award period. 4 FW/CCC will decide eligibility of nominees if a question arises.

2.2.2. **(Added-SEYMOURJOHNSONAFB)** Personnel nominated must not have an unfavorable information file or have a current failed PT test. Nominees must be assigned to the nominating unit for the duration of the quarter under consideration and for at least six months for the annual award.

2.2.3. **(Added-SEYMOURJOHNSONAFB)** The 4 FW/CC may allow local Geographically Separated Units (GSUs) to participate through the associate unit board if they are not eligible to compete in any host installation quarterly or annual competition.

2.2.4. **(Added-SEYMOURJOHNSONAFB)** Individuals cannot compete in the same category consecutive years or quarters if they had previously won the year before or the previous quarter.

2.2.5. **(Added-SEYMOURJOHNSONAFB)** Annual winners will represent the 4 FW in the 9 AF Outstanding Performer of the Year. If 4 FW enlisted nominees win at 9 AF level, that individual will then compete at the ACC Twelve Outstanding Airmen of the Year program.

2.3. (Added-SEYMOURJOHNSONAFB) Recognition Ceremony:

2.3.1. **(Added-SEYMOURJOHNSONAFB)** Recognition of Wing quarterly and annual award winners will be made at a ceremony and banquet respectively. All nominees are highly encouraged to attend.

2.3.2. **(Added-SEYMOURJOHNSONAFB)** Winners in the Airman, Junior NCO, Senior NCO, Company Grade Officer, Field Grade Officer, Civilian, Volunteer, and Honor Guard categories will receive a trophy/plaque, and other honors as deemed appropriate by the 4 FW/CC.

2.3.3. **(Added-SEYMOURJOHNSONAFB)** Quarterly and Annual military winners may also receive an F-15E incentive flight.

2.3.4. **(Added-SEYMOURJOHNSONAFB)** Each group is required to provide a proffer for the ceremony on a rotating basis. Grade requirement will be E-1 – E-5:

2.3.4.1. **(Added-SEYMOURJOHNSONAFB)** First Quarter – 1 OG.

2.3.4.2. **(Added-SEYMOURJOHNSONAFB)** Second Quarter – 1 MXG.

2.3.4.3. **(Added-SEYMOURJOHNSONAFB)** Third Quarter – 1 MSG.

2.3.4.4. **(Added-SEYMOURJOHNSONAFB)** Fourth Quarter – 1 MDG.

2.3.4.5. **(Added-SEYMOURJOHNSONAFB)** Annual – 4 FW/CCCE.

Chapter 3

CRITERIA AND INFORMATION FOR SPECIAL TROPHIES AND AWARDS MANAGED BY AFPC SPECIAL TROPHIES AND AWARDS OFFICE (AFPC/DPSIDR)

3.1. Air Force Association (AFA) Aerospace Awards. Each year, the AFA gives several trophies and awards of Air Force-wide interest relating to aerospace activity. The AFA considers nominations from the Air Force in the following awards:

3.1. (SEYMOURJOHNSONAFB) Nomination Procedures:

3.1.1. Theodore Von Karman Award. For the most outstanding contribution to national defense by either a military member or Department of the Air Force civilian, unit, or group of individuals in the field of science and engineering, preferably relating to aerospace activity. Consider the contribution in the broadest sense of the term.

3.1.1. (SEYMOURJOHNSONAFB) Group Commanders may submit one nomination in each category quarterly to 4 FW/CCCE: AMN, NCO, SNCO, CGO, Volunteer, and Civilians (APF categories I and II). Group winners will compete at the Wing level.

3.1.2. David C. Schilling Award. For the most outstanding contribution to national defense in the field of manned flight in the atmosphere or space by either a military member or Department of the Air Force civilian, unit, or group of individuals. While priority is given to activity directly related to manned flight, do not overlook a significant contribution in the area of policy or procedure that advances flight activity.

3.1.2. (SEYMOURJOHNSONAFB) Wing staff agencies (WSA) may submit one nomination in each category to 4 FW/CCCE. A special board of representatives from staff agencies will convene with the WSA superintendent (Enlisted) and Director of Staff (Company Grade Officers and Civilians) as board presidents. WSA winners will compete at the Wing level.

3.1.3. Gill Robb Wilson Award. For the most outstanding contribution to national defense in the field of arts and letters covering a wide range of activity, including writing, speaking, media relations, sculpturing, and painting, and so on by a military member or Department of the Air Force civilian, unit, or group of individuals.

3.1.4. Hoyt S. Vandenberg Award. For the most outstanding contribution directly or indirectly in the field of aerospace education or training by a military member or Department of the Air Force civilian, unit, or group of individuals. **Note:** The AFA no longer solicits external organizations for nominations.

3.1.5. Citation of Honor. For the most outstanding contribution to national defense significantly exceeding standard performance by an Air Force military member, Department of the Air Force civilian, unit, or group of individuals. Nominations for enlisted members are encouraged to be submitted for this award.

3.1.6. The period of service for these awards is 1 January - 31 December.

3.1.7. Each MAJCOM, FOA, and DRU may submit one nomination for each award. Do not submit nominations on previous Air Force Association-level winners for the same category. They can; however, be submitted in another award category.

- 3.1.8. Submit nominations to AFPC/DPSIDR IAW official solicitation message.
- 3.1.9. All Air Force military members, organizations, and Department of the Air Force civilians are eligible for nomination unless otherwise stated. Retirees are not eligible.
- 3.1.10. Base nominations on achievements occurring during the current calendar year. This does not, however, rule out a project that may have been started more than a year ago but was completed during the current calendar year.
- 3.1.11. Limit the write-up to 30 typewritten lines (to include headers, if applicable) using the front side of AF Form 1206.
- 3.1.12. Send a citation for each nomination ([Attachment 3](#)).
- 3.1.13. Do not send posthumous nominations.
- 3.1.14. Please refer to the AFPC/DPSIDR solicitation announcement for specific nomination package requirements.

3.2. AFA Outstanding Civilian Employees of the Year. Each year, the AFA recognizes the outstanding achievements made by Air Force civilian appropriated fund employees. Nominations are evaluated on criteria such as nature of the achievement, development of techniques or procedures which significantly increased mission effectiveness, and breadth of impact. The AFA considers nominations from the Air Force in the following four categories:

3.2. (SEYMOURJOHNSONAFB) Period of Award:

- 3.2.1. Civilian Wage Employee of the Year (Federal Wage System Employees).
- 3.2.1. (SEYMOURJOHNSONAFB) Consideration period for the quarterly program will run on a calendar year basis through the last day of the quarter.
 - 3.2.1.1. (Added-SEYMOURJOHNSONAFB) First quarter: January – March
 - 3.2.1.2. (Added-SEYMOURJOHNSONAFB) Second quarter: April – June
 - 3.2.1.3. (Added-SEYMOURJOHNSONAFB) Third quarter: July – September
 - 3.2.1.4. (Added-SEYMOURJOHNSONAFB) Fourth quarter: October – December
- 3.2.2. Civilian Program Specialist (GS-1 through GS-11).
- 3.2.2. (SEYMOURJOHNSONAFB) The annual program will cover 1 January through 31 December.
- 3.2.3. Civilian Program Manager (GS-12 and GS-13).
- 3.2.4. Civilian Senior Manager (GS-14 and GS-15).
- 3.2.5. The period of service for these awards is 1 January - 31 December.
- 3.2.6. Each MAJCOM, FOA, and DRU may submit one nomination for each award.
- 3.2.7. Submit nominations to AFPC/DPSIDR IAW official solicitation message.
- 3.2.8. Send a cover page which includes the following headers: Employee's Name, Position Title, Series and Grade, Organization and Location, Telephone Number (DSN and Commercial), and Brief Employment History.

3.2.9. Limit the write-up to 30 typewritten lines (to include headers, if applicable) using the front side of AF Form 1206.

3.2.10. Send a citation for each nomination ([Attachment 3](#)).

3.2.11. Please refer to the AFPC/DPSIDR solicitation announcement for specific nomination package requirements.

3.3. William A. Jump Memorial Award. This award is presented annually in recognition of outstanding service in administration and notable contributions to the efficiency and quality of public service. It was established in 1950 in honor of the late William A. Jump, Budget and Finance Officer of the US Department of Agriculture.

3.3. (SEYMOURJOHNSONAFB) Nomination Deadlines:

3.3.1. Civilian Career Federal Employees who have not reached his or her 37th birthday as of December of the previous calendar year and whose work performance over a period of at least 5 years has demonstrated outstanding competence and interest in any area of public administration, leadership shown in the direction or development of programs, creativity and resourcefulness, close adherence to the basic principles of enlightened public service, integrity, and dedication to duty are eligible for this award.

3.3.1. **(SEYMOURJOHNSONAFB)** Quarterly nominations for all categories are due to 4 FW/CCCE as designated by the 4 FW awards schedule.

3.3.2. For the purpose of this award, the term “work” refers to both line or staff activity and the term “public administration” covers all aspects of executive administrative direction, supervision and development or operation of federal activities. It does not include achievements specifically of a scientific or technological nature, or of attorneys in the practice of their legal profession. However, persons engaged in such specialized professions may be eligible for the award if their performance involves general program and policy administration or organizational planning, and executive or supervisory responsibilities of sufficient administrative importance to warrant special recognition.

3.3.2. **(SEYMOURJOHNSONAFB)** The 4 FW/CCCE will establish a nomination deadline for annual awards. The deadline will be established to meet the suspense for higher headquarters level annual awards.

3.3.3. Each MAJCOM, FOA, and DRU may submit one nomination for this award.

3.3.4. Submit nominations to AFPC/DPSIDR IAW official solicitation message.

3.3.5. Limit the write-up to no more than 10 pages. The write-up must be typewritten in word format, single spaced, with new subject paragraphs double-spaced and numbered to correspond with the solicitation message.

3.3.6. Send a citation for each nomination ([Attachment 3](#)).

3.3.7. Please refer to the AFPC/DPSIDR solicitation announcement for specific nomination package requirements.

3.4. Noncommissioned Officers Association (NCOA) Vanguard Award. Each year, the NCOA recognizes a noncommissioned officer from each of the military services, who has performed a particularly heroic act, on or off duty, which resulted in the saving of life or in

preventing serious injury. The NCOA conducts presentation ceremonies each summer at the NCOA's annual convention. The NCOA notifies the Air Force recipient of the date, place, and travel arrangements for the ceremony. The recipient receives an engraved plaque presented by the NCOA. The period of service for the award is 1 January - 31 December.

3.4. (SEYMOURJOHNSONAFB)Quarterly Nominations:

3.4.1. Nominate Air Force enlisted members in grades Senior Airman through Chief Master Sergeant for this award.

3.4.1. (SEYMOURJOHNSONAFB) Nomination packages will include:

3.4.1.1. (Added-SEYMOURJOHNSONAFB) Current/passing AF Portal Fitness score sheet.

3.4.1.2. (Added-SEYMOURJOHNSONAFB) Current SURF.

3.4.1.3. (Added-SEYMOURJOHNSONAFB) Prepare the nomination on the most current version of the AF IMT 1206, *Nomination for Award*, in digital form.

3.4.2. The heroic act must be voluntary action initiated by the nominee and not a result of directions or orders.

3.4.2. (SEYMOURJOHNSONAFB) Limit quarterly nominations to 13 lines including bullets and headers (6-2-2). A Glossary of Acronyms will be provided on quarterly packages only to ensure the understanding of all acronyms. Nominations will include the following headers with specific facts and examples showing the individuals are exceptional in the following areas:

3.4.2.1. (Added-SEYMOURJOHNSONAFB) **Leadership and Job Performance in Primary Duty**. The member's leadership and job performance in primary duty, including the development of new techniques, must contribute significantly to increase mission effectiveness during the current quarter.

3.4.2.2. (Added-SEYMOURJOHNSONAFB) **Significant Self-Improvement** . The member must show improvement through off-duty education, achievements in professional or cultural societies or associations, development of creative abilities, or similar endeavors, during the current quarter.

3.4.2.3. (Added-SEYMOURJOHNSONAFB) **Base and Community Involvement**. The member must display positive leadership and involvement in both military and civilian community during the current quarter.

3.4.3. The act must have been a legitimate attempt to save life or prevent serious injury to another person or persons and not an act of bravado.

3.4.3. (SEYMOURJOHNSONAFB) Limit the nomination to accomplishments within the three-month period under consideration.

3.4.4. Send nominations to AFPC/DPSIDR IAW official solicitation message.

3.4.5. Each MAJCOM, FOA, and DRU may submit one nomination. Do not submit joint nominations.

3.4.6. Limit the write-up to 30 typewritten lines (to include headers, if applicable) using the front side of AF Form 1206.

3.4.7. Send a biography limited to one single-spaced typewritten page ([Attachment 2](#)).

3.4.8. Do not send nominations for posthumous awards.

3.4.9. Please refer to the AFPC/DPSIDR solicitation announcement for specific nomination package requirements.

3.5. Verne Orr Award. The AFA established this award in honor of former Secretary of the Air Force Verne Orr. The award recognizes an Air Force unit (active or reserve) that makes the most effective use of its human resources. The AFA conducts a presentation ceremony each September during the AFA convention. The award element consists of a large permanent wall plaque, displayed in the Pentagon, listing each winning unit. The AFA presents a smaller replica to the winning unit. All Air Force units and organizations are eligible, regardless of size. The accomplishments of the unit should be mission-oriented and focus on how the unit excelled in its use of people to achieve its full potential and accomplish the mission. The period of service for the award is 1 January - 31 December.

3.5. (SEYMOURJOHNSONAFB) Annual Nominations:

3.5.1. Each MAJCOM, FOA, and DRU may submit one nomination.

3.5.1. **(SEYMOURJOHNSONAFB)** Annual nomination package items could change due to ACC and 9 AF requirements. 4 FW annual award writing guidance will be produced from the 4 FW/CCC office once the guidance is received. Nomination packages will include the general items:

3.5.1.1. **(Added-SEYMOURJOHNSONAFB)** Cover Letter (Military Personnel Only) with Wing Commander signature on Wing letterhead.

(1) The following statement must be included in the memo: "I have reviewed the physical appearance and fitness test score of this nominee. He/She exceeds all USAF standards and does not have any disqualifying factors in his/her personal data record review RIP."

3.5.1.2. **(Added-SEYMOURJOHNSONAFB)** A write-up. Prepare the nomination on the most current version of the AF IMT 1206, in digital form. Use point paper or talking paper format (bulleted, short statements or key points). Do not use running narrative or punctuation at the end of statements. An Acronym Listing is not authorized on Annual award packages per direction from 9 AF. Nominations should include specific facts and examples showing how individuals performed in an exceptional manner during the calendar year. Limit annual nominations to 30 lines including bullets and headers (17-5-5). The following headers with specific facts and examples showing the individuals are exceptional in the following areas:

3.5.1.2.1. **(Added-SEYMOURJOHNSONAFB) Leadership and Job Performance in Primary Duty**. Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Include results of Air Force, MAJCOM, Numbered Air

Force-level inspections and/or evaluations. Include awards received; E.g., NCO of the Quarter, Maintenance Professional of the Year, and so forth.

3.5.1.2.2. **(Added-SEYMOURJOHNSONAFB) Significant Self-Improvement**. Show how the member developed or improved skills related to primary duties; E.g., formal training, career development course enrollment or completion, on-the-job training, certification, off-duty education related to primary duties, and so forth. Include completion of any professional military education (PME), as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; E.g., class, course, degree enrollment, and/or completion, and grade point average. Cite any member's value as a military member.

3.5.1.2.3. **(Added-SEYMOURJOHNSONAFB) Base and Community Involvement**. Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; E.g., president of Top 3, Enlisted Dining-Out Committee, member of Air Force Sergeants Association, Sunday School teacher, and so forth.

3.5.1.3. **(Added-SEYMOURJOHNSONAFB)** Biography, limited to one single-spaced typewritten page on bond paper (refer to AFI 36-2805, Attach 2). The SSN as reflected is no longer required.

3.5.1.4. **(Added-SEYMOURJOHNSONAFB)** One records review RIP on each individual nominated (military only).

3.5.1.5. **(Added-SEYMOURJOHNSONAFB)** Current/Passing AF Portal Fitness score sheet (military only).

3.5.1.6. **(Added-SEYMOURJOHNSONAFB)** All nominees in the Amn, NCO, SNCO, and First Sergeant categories must sign and date a Statement of Intent (use 9 AF letterhead). The Statement of Intent, addressed to HQ AFPC/DP SIDR, must read:

- (1) "I have not applied for a commissioning program and, if selected as a 12 OAY, will not apply for a commissioning program until no earlier than 1 March following notification of 13 OAY selection."
- (2) "If selected as a 13 OAY, I agree to serve in the capacity as an enlisted ambassador representing and assisting the Air Force in enlisted recruiting and retention efforts and matters. I understand I may be called upon by the MAJCOM Commander or MAJCOM/CCC to travel to any events or venues deemed appropriate which may have positive impact upon Air Force recruiting and retention."
- (3) "I attest that the facts I have provided for this nomination are true and correct to the best of my knowledge."

3.5.1.7. **(Added-SEYMOURJOHNSONAFB)** All nominees in the Amn, NCO, SNCO, and First Sergeant categories must sign and date a statement of release (use 9 AF letterhead). The Statement of Release, addressed to HQ AFPC/DP SIDR, must read:

(1) “I do/do not (circle one) agree to the use of Privacy Act information in the nomination narrative. This information may include Privacy Act information or personally identifying information (PII) found in AFI 33-332, Privacy Act Program, Chapter 12, Disclosing Records to Third Parties. I understand those transmitting personal information will exercise caution and adequately safeguard it IAW AFI 33-332, Paragraph 7.3., and Paragraphs 10.2.1 & 10.2.2. The announcement message or any publicity regarding the award nomination will contain no Privacy Act information other than name, rank, and base of assignment.” The nominee must sign and date this statement.

3.5.1.7.1. **(Added-SEYMOURJOHNSONAFB)** Disclosure Statement: Voluntary, if permission is not granted, it will not preclude member signing below from the Outstanding Airman of the Year (OAY) competition.

3.5.1.7.2. **(Added-SEYMOURJOHNSONAFB)** Ensure that the signed statements listed above in Paragraphs 3.5.1.6 and 3.5.1.7 are on separate memos.

3.5.1.8. **(Added-SEYMOURJOHNSONAFB)** For FSOY packages only: A citation limited to 50-70 key words (not including opening and closing statements), providing specific examples of leadership and job performance; significant self-improvement; and base or community involvement. (Refer to AFI 36-2805, Attachment 3), Special Trophies and Awards, for format.

3.5.1.9. **(Added-SEYMOURJOHNSONAFB)** Photo Requirement. If the member is selected as an OAY, these photos will be used by the Air Force Association for a variety of things, to include magazines and dinner programs. In addition, the CMSAF and Staff will use the official photo and two selected action shots for an OAY display board located in the Airman’s Hall of the Pentagon (Corridor 9).

3.5.1.9.1. **(Added-SEYMOURJOHNSONAFB)** Official Photo. 8x10 frontal shot with blue or gray background and U.S. flag in service dress. Must be high resolution JPEG, minimum 300 DPI.

3.5.1.9.2. **(Added-SEYMOURJOHNSONAFB)** Short Sleeve Blues (military only). Full-length, 5x7 without tie/tab (must wear all ribbons and badges).

3.5.1.9.3. **(Added-SEYMOURJOHNSONAFB)** Five Diverse Action Shots in uniform in the nominee’s work environment. Action Shots must be 5x7, horizontal only high resolution JPEG, minimum 300 DPI with no cropping or color correcting applied.

3.5.1.9.3.1. **(Added-SEYMOURJOHNSONAFB)** . One action shot should be an establishing shot that tells a story about what a person does – no “grip and grin” shots.

3.5.1.9.3.2. **(Added-SEYMOURJOHNSONAFB)** One shot should be a tighter shot showing some action.

3.5.1.9.3.3. **(Added-SEYMOURJOHNSONAFB)** Must be high quality with careful attention to lighting and no shadows.

3.5.1.9.3.4. **(Added-SEYMOURJOHNSONAFB)** Please submit a variety of images with the nominee facing the right and the left of the frame with at least three quarters of the person’s face toward the camera. Ensure that any other

person(s) in the image will not visually compete with the subject. Per 9 AF, it is recommended that the Base Photo Lab take official photo and all five action shots.

3.5.2. Submit nominations to AFPC/DPSIDR by 1 March.

3.5.2. (SEYMOURJOHNSONAFB) Limit the nomination to accomplishments within the calendar year under consideration.

3.5.3. Limit the write-up to 30 typewritten lines (to include headers, if applicable) using the front side of AF Form 1206.

3.5.4. Send a citation for each nomination ([Attachment 3](#)).

3.5.5. Please refer to the AFPC/DPSIDR solicitation announcement for specific nomination package requirements.

3.6. Joan Orr Air Force Spouse of the Year Award. This award, sponsored by the AFA, honors the late Mrs. Joan Orr, wife of former Secretary of the Air Force Verne Orr. The award recognizes spouses of military members for their significant contributions to the Air Force. The award element consists of an engraved plaque presented at the AFA annual convention in Washington DC each September. The period of service for the award is 1 January - 31 December.

3.6.1. The nominee's husband or wife must be serving in the Air Force (active duty, Guard, or Reserve). Military members (active duty, Guard, or Reserve) are not eligible to be nominated for the award.

3.6.2. Nominations will include facts and specific accomplishments that clearly state the individual's contributions to the Air Force. The write-up should state what the nominee did and the results of the nominee's efforts. When applicable, nominations will include specific examples in any of these areas:

3.6.2.1. Participation in Base and Community Activities.

3.6.2.2. Articulate and Influential Spokesperson for the Air Force.

3.6.2.3. Voluntary Service in Air Force-related Organizations and Activities.

3.6.2.4. Contributions to the States or to the Nation.

3.6.2.5. Moral and Religious Leadership.

3.6.2.6. Contributions to the Resolution of Contemporary Social Problems.

3.6.2.7. Membership in Professional, Civic, or Cultural Organizations.

3.6.2.8. Self-Improvement Efforts.

3.6.2.9. Leadership and Other Accomplishments.

3.6.3. Each MAJCOM, FOA, and DRU may submit one nomination.

3.6.4. Submit nominations to AFPC/DPSIDR IAW official solicitation message.

3.6.5. Limit the write-up to 30 typewritten lines (to include headers, if applicable) using the front side of AF Form 1206.

- 3.6.6. Send a biography limited to one single-spaced typewritten page ([Attachment 2](#)).
- 3.6.7. Send a citation for each nomination ([Attachment 3](#)).
- 3.6.8. Nominations for posthumous awards are accepted.
- 3.6.9. Please refer to the AFPC/DPSIDR solicitation announcement for specific nomination package requirements.

3.7. General and Mrs. Jerome F. O'Malley Award. This award is named in honor of the late General and Mrs. Jerome F. O'Malley, former Commander, Tactical Air Command. It recognizes the wing commander and spouse whose contributions to the Nation, the Air Force, and the local community best exemplify the highest ideals and positive leadership of a military couple in a key Air Force position. The master award element consists of a French crystal eagle in flight on an engraved base. The recipients receive a citation and a portrait of a falcon, rose stem in its beak and talons extended preparing to land on a branch, at a presentation ceremony conducted by the Air Force Chief of Staff (CSAF). The period of service for the award is 1 January - 31 December.

3.7.1. Nominees must have served as a wing commander for at least 6 months during the award period as well as having at least two (2) years of retainability to be eligible for consideration.

3.7.2. Nominations must include specific facts and examples identifying the nominees as exceptional leaders and spokespersons for the Air Force. The write-up should focus on what the nominees did as a team and the results of their accomplishments. Ensure the write-up focuses equally on the contributions of the spouse. Include specific examples in the following areas:

3.7.2.1. Leadership. Innovation and ingenuity in solving problems and in developing systems, programs, and ideas that positively impacted on the mission, morale, and welfare of Air Force or wing activities and personnel. The leadership abilities of both the wing commander and spouse must clearly demonstrate professionalism, integrity, morality, and excellence in inspiring others by personal example, conduct, and character.

3.7.2.2. Positive and Articulate Spokespersons for the Air Force. Projection of leadership into the private community as evidenced by the wing commander and the spouse's assumption of leadership roles and participation in social, cultural, religious, and other wing or community service activities.

3.7.2.3. Other Accomplishments. List other achievements or accomplishments which set the wing commander and the spouse apart from others of similar responsibilities. Include unique contributions to the Nation, the Air Force, the wing, the base, or the community.

3.7.3. Each MAJCOM, the ANG, and AFRC may nominate one wing commander and spouse.

3.7.4. Submit nominations to AFPC/DPSIDR IAW official solicitation message.

3.7.5. Limit the write-up to 30 typewritten lines (to include headers, if applicable) using the front side of AF Form 1206.

3.7.6. Send a "joint" biography limited to one single-spaced typewritten page ([Attachment 2](#)).

3.7.7. Send a citation for each nomination ([Attachment 3](#)).

3.7.8. Nominations for posthumous awards are accepted.

3.7.9. Please refer to the AFPC/DPSIDR solicitation announcement for specific nomination package requirements.

3.8. Department of Defense (DoD) Distinguished Civilian Service Award. Each year, the DoD presents this award to a small number of DoD civilian employees whose careers reflect exceptional devotion to duty and extremely significant contributions of broad scope to the efficiency, economy, or other improvement in the operation of DoD.

3.8.1. Career civilian employees at any level and duty station who are paid from appropriated funds and who have made truly outstanding contributions to the DoD-wide mission are eligible for this award. It is imperative that this award be reserved for performance characterized by extraordinary, notable and prestigious contributions that impact the department as a whole.

3.8.2. This award does not require direct interaction with the Secretary of Defense or other senior level officials; however, it does require contributions that have significant impact to national security.

3.8.3. The award may honor a recipient's distinguished duty and service to DoD spanning up to ten years.

3.8.4. Nominees should normally have previously received the Air Force Decoration for Exceptional Civilian Service.

3.8.5. Each MAJCOM, FOA, and DRU may submit one nomination for this award.

3.8.6. Submit nominations to AFPC/DPSIDR IAW official solicitation message.

3.8.7. The write-up must be typewritten, single spaced, in word format, with each major section (I, II, etc.) on a new page to correspond with the solicitation message.

3.8.8. Send a citation for each nomination. Prepare a double-spaced proposed citation for the signature of the Secretary of Defense containing no more than 150 words which highlight the significance of the individual's achievements.

3.8.9. Please refer to the AFPC/DPSIDR solicitation announcement for specific nomination package requirements.

3.9. AFA Team of the Year Award. Each year, the AFA selects a specific enlisted career field for recognition. These are professionals who clearly display superior technical expertise, attract the praise of their superiors, and provide leadership and inspiration to their coworkers. Individuals nominated need not be members of a team in the traditional sense of the term; they need only be assigned to the same career field. The AFA honors the five members and their spouses (if applicable) at a ceremony each May in Washington DC. The period of the award is 1 January - 31 December. AFPC/DPSIDR solicits nominations from the appropriate Air Force functional manager for that career field and provides further guidance to the functional manager concerning nominations.

Note: Do not submit nominations unless you receive a tasking to do so from either AFPC or the Air Force functional manager of that career field.

3.9.1. Limit the write-up to one single-spaced typewritten page using the front side of AF Form 1206. Use bullet (talking paper or point paper) format. Do not sign the write-up.

3.9.2. Send a biography, limited to one single-spaced typewritten page ([Attachment 2](#)).

3.9.3. Send a citation with each nomination ([Attachment 3](#)).

3.9.4. Effective 1 January 2007, individuals named as AFA Team of the Year are no longer eligible for the Air Force Recognition Ribbon, as they are not members of a specified team, but represent the selected career field as a whole.

3.10. 12 Outstanding Airmen of the Year (12 OAY) Award. Established by the Air Force, this program recognizes 12 enlisted members in a range of grades representing a cross section of career fields. The AFA honors the 12 OAY and their spouses at its annual convention in Washington DC each year. AFPC/DPSI sends a message outlining nomination procedures to the MAJCOMs, FOAs, and DRUs each year. Send nominations to AFPC/DPSIDR IAW official solicitation message.

3.10.1. There are three categories of competition: Airman (Airman through Senior Airman); NCO (Staff Sergeant and Technical Sergeant); and Senior NCO (Master Sergeant through Chief Master Sergeant).

3.10.2. Base nominations only on achievements that occurred during the current calendar year. For example, the nominees' achievements for the 2009 program should cite achievements occurring from 1 January 2008 through 31 December 2008.

3.10.2.1. Since nominees are representatives of the Air Force enlisted force, they must also stand the test of a "whole life/whole career" scrutiny. The "whole life/whole career" screening will be conducted at the Air Force level only.

3.10.3. All nominees must sign a statement of intent agreeing if selected as a MAJCOM, FOA, or DRU nominee, they will obtain the required retainability in order to compete at Air Force level. All nominees who meet the Air Force selection board must have sufficient retainability so that, if selected as a 12 OAY, they can serve on the AFA Enlisted Advisory Council for a 12-month period which commences the month of their induction (September) as a 12 OAY. For example, the 2009 12 OAY serve from September 2009 through September 2010. Therefore, the 2009 MAJCOM and DRU nominees would need retainability through 30 September 2010. The annual AFPC/DPSI nomination message outlines procedures to follow in obtaining retainability for those MAJCOM and DRU nominees who do not have sufficient retainability. Contact AFPC Skills Management Branch, Reenlistments Section (AFPC/DPSOAE), for assistance regarding retainability. Failure on the part of the MAJCOM, FOA, or DRU to meet retainability requirements on their nominee will result in the nominee being withdrawn from the Air Force-level competition. If an individual is not selected as a 12 OAY, cancel the extension.

3.10.4. Send a statement of intent, signed and dated by the nominee, which includes the following statements verbatim:

3.10.4.1. "I have not applied for a commissioning program and, if selected as a 12 OAY, will not apply for a commissioning program until no earlier than 1 Mar following notification of 12 OAY selection."

3.10.4.2. “If selected as a 12 OAY, I agree to serve in the capacity as an enlisted ambassador representing and assisting the Air Force in enlisted recruiting and retention efforts and matters. I understand I may be called upon by my MAJCOM/CC and MAJCOM/CCC to publicize and promote ‘the Air Force way of life’ and attend events or other venues deemed appropriate which may positively impact upon recruiting and retention.”

3.10.4.3. “I attest that the facts I have provided for this nomination are true and correct to the best of my knowledge.”

3.10.5. If the MAJCOM or DRU will not submit nominations, send a letter or message to AFPC/DPSIDR advising of this.

3.10.6. Nomination packages will include:

3.10.6.1. A write-up of 30 typewritten lines (to include headers, if applicable) using the front side of AF Form 1206. Nominations should include specific facts, achievements, and examples showing the individuals are exceptional. Achievements should distinguish the member from his or her peers. Nominations must include the following areas and cite examples that occurred only during the award period.

3.10.6.1.1. Leadership and Job Performance in Primary Duty. Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Include results of Air Force, MAJCOM, and Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, Maintenance Professional of the Year, and so forth.

3.10.6.1.2. Significant Self-Improvement. Show how the member developed or improved skills related to primary duties; e.g., formal training, Career Development Course enrollment or completion, On-the-Job Training, certifications, off-duty education related to primary duties, and so forth. Include completion of any professional military education (PME) as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member’s value as a military citizen.

3.10.6.1.3. Base or Community Involvement. Define the scope and impact of the member’s positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of Top 3, enlisted dining-out committee, member of Air Force Sergeants Association, Sunday school teacher, and so forth.

3.10.6.2. Send a biography, limited to one single-spaced typewritten page ([Attachment 2](#)).

3.10.7. Outstanding Airman of the Year Ribbon (OAYR). Each airman nominated to the Air Force-level competition receives the OAYR. AFPC/DPSIDR sends a letter to the nominees' respective MAJCOM, FOA or DRU as well as to Automated Records Management System for file in the member's electronic records. The letter is the source document indicating those individuals listed in the letter are authorized to wear the OAYR. See AFI 36-2803 and AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, for more information regarding wear of the ribbon. The Air Force message announcing the 12 OAY is an additional source document for the 12 selectees only. The 12 selectees wear the OAYR with bronze service star device.

3.10.8. Service Dress Uniform. All individuals nominated to the Air Force-level competition will receive a gift card for merchandise from Headquarters Army and Air Force Exchange Service (AAFES). AAFES will send the gift card to the nominees. Those selected as 12 OAY will also receive a gift card from AAFES for a mess dress uniform.

3.10.9. Outstanding Airman Badge (OAB). The 12 OAY wear the OAB for 1 year from the date of formal presentation. The badge is presented to the 12 OAY during the AFA convention each September.

3.10.10. The office of the Chief Master Sergeant of the Air Force (CMSAF) sends travel and lodging information for the 12 OAY and their spouses to attend the AFA convention. In addition to being recognized and honored at the AFA's annual convention, each of the 12 OAY serves as a member of the AFA Enlisted Advisory Council for the year immediately following the annual AFA convention. As members of this council, they attend subsequent meetings at the call of the council chairman.

3.10.11. Travel Funding for the 12 OAY. Fund travel from normal temporary duty (TDY) funds of the unit to which the 12 OAY are assigned in order that they may attend the AFA convention, any follow-on meetings of the AFA Enlisted Advisory Council, and all other events requiring their attendance in support of recruiting and retention.

3.10.11.1. If unit funds are insufficient to fund travel, MAJCOMs will provide any additional funding to the units to cover travel or other related expenses involving the 12 OAY in regard to public appearances and so forth on behalf of recruiting and retention matters.

3.10.11.2. MAJCOM/CCCs will maintain records of all travel (cost, where the trips were taken, and whether the unit or MAJCOM paid) performed by the 12 OAY in support of recruiting and retention. They will report these statistics to the CMSAF quarterly.

3.10.11.3. If a 12 OAY is reassigned during his or her one-year tenure, the gaining unit and MAJCOM funds the required travel. To assist in meeting out-of-pocket expenses while the 12 OAY attend the AFA convention and any follow-on meetings and events, commands are authorized to award them \$300 to help defray these costs.

3.10.11.4. Commanders may fund these out-of-pocket expenses under their special morale and welfare expenditure authority. Refer to AFI 34-201.

3.10.12. The 12 OAY may receive the supplemental clothing allowance listed in AFI 36-3014, *Clothing Allowances for Air Force Personnel*.

3.10.13. Publicize the 12 OAY program at all levels and offer command presentation of the Outstanding Airman Ribbon. Maximum public exposure of the program is desired, including local radio and television appearances. Coordinate all public affairs activities in conjunction with the 12 OAY program with the MAJCOM, FOA, and DRU public affairs offices.

3.10.14. Nominations for posthumous awards are accepted.

3.10.15. Please refer to the AFPC/DPSIDR solicitation announcement for specific nomination package requirements.

3.11. USAF First Sergeant of the Year Award. This award, established by the Air Force, recognizes the important contributions and leadership qualities exhibited by Air Force members in the First Sergeant Career Field, Special Duty Identifier (SDI) 8F000. The Air Force Sergeants Association (AFSA) honors the recipient during presentation ceremonies each summer at the AFSA annual convention. AFSA notifies the recipient of the date, place, and travel arrangements for the ceremony. The award element consists of an engraved plaque. The period of service for the award is 1 January - 31 December.

3.11.1. Nominees must serve in the position of First Sergeant **and** have held SDI 8F000 for at least six months of the award period in order to be eligible.

3.11.2. Nominations must include the following areas and cite examples that occurred during the award period.

3.11.2.1. Leadership and Job Performance in Primary Duty. Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Include results of Air Force, MAJCOM, and Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, Maintenance Professional of the Year, and so forth.

3.11.2.2. Significant Self-Improvement. Show how the member developed or improved skills related to primary duties; e.g., formal training, Career Development Course enrollment or completion, On-the-Job Training, certifications, off-duty education related to primary duties, and so forth. Include completion of any PME as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

3.11.2.3. Base or Community Involvement. Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of Top 3, enlisted dining-out committee, member of Air Force Sergeant's Association, Sunday, school teacher, and so forth.

3.11.3. Each MAJCOM, FOA, and DRU may submit one nomination.

3.11.4. Send nominations to AFPC/DPSIDR IAW official solicitation message.

3.11.5. Limit the write-up to 30 typewritten lines (to include headers, if applicable) using the front side of AF Form 1206.

3.11.6. Send a biography, limited to one single-spaced typewritten page ([Attachment 2](#)).

3.11.7. Do not send nominations for posthumous awards.

3.11.8. Please refer to the AFPC/DPSIDR solicitation announcement for specific nomination package requirements.

3.12. American Legion Spirit of Service Award. This award, sponsored by the National Headquarters of the American Legion, is presented annually to an enlisted member from each of the military services for outstanding volunteer service performed off duty in the local community. Presentation of the award will take place during the American Legion National Convention.

3.12.1. The period of service is 1 January – 31 December.

3.12.2. Nominees must be enlisted members in the grades Airman through Staff Sergeant for this award.

3.12.3. Nominations must include the following areas and cite examples that occurred during the award period.

3.12.3.1. Volunteer community service performed by the member in the local community and show how the community benefited.

3.12.3.2. Contributions and examples that show the individual is an outstanding military performer.

3.12.4. Each MAJCOM, FOA, and DRU may submit one nomination.

3.12.5. Send nominations to AFPC/DPSIDR IAW official solicitation message.

3.12.6. Limit the write-up to one single-spaced typewritten page using the AF Form 1206.

3.12.7. Send a citation for each nomination ([Attachment 3](#)).

3.12.8. Please refer to the AFPC/DPSIDR solicitation announcement for specific nomination package requirements.

3.13. Outstanding Department of Defense (DoD) Employee with a Disability Award. The award recognizes the contributions and achievements made by physically and mentally disabled federal employees within DoD. Nominees for this award must be federal employees who demonstrate job performance clearly exceeding requirements in spite of severely limiting physical and/or mental factors and who exhibit courage and initiative in overcoming disabilities. Winners are honored at a ceremony in Washington DC each year.

3.13.1. Eligible individuals include appropriated and nonappropriated fund employees and foreign nationals employed overseas.

3.13.2. The period of service for the award is 1 January - 31 December.

3.13.3. Each MAJCOM, FOA, and DRU may submit one nomination for this award.

3.13.4. Submit nominations to AFPC/DPSIDR IAW official solicitation message.

3.13.5. Limit the write-up to no more than 5 pages. The write-up must be typewritten in word format and numbered to correspond with the solicitation message.

3.13.6. Previous winners of this Secretary of Defense Award may not be re-nominated until at least 10 years have passed.

3.13.7. Please refer to the AFPC/DPSIDR solicitation announcement for specific nomination package requirements.

3.14. Zachary and Elizabeth Fisher Distinguished Civilian Humanitarian Award. This award is presented to an individual(s) or organization(s) that exemplify the Fisher's personal qualities of patriotism, generosity, and selfless dedication to the members of the Armed Forces of the United States, through an outstanding humanitarian act or service, selflessly contributes an extraordinary amount of time, talent or resources to benefit members of the US Armed Forces and significantly enhances the quality of life of military members or their families through the act or service.

3.14.1. Governing directive is AFI 36-2840(I), *Zachary and Elizabeth Fisher Distinguished Civilian Humanitarian Award*. Please review this regulation for criteria, eligibility, and other nomination information.

3.14.2. Please refer to the AFPC/DPSIDR solicitation message for specific nomination package requirements as well as nomination suspense date.

3.15. Government Employees Insurance Company (GEICO) Public Service Awards. These awards were established in 1980 to emphasize GEICO's belief that the contributions of many hardworking, talented government employees deserve special acclaim. The GEICO Philanthropic Foundation sponsors and grants the awards in four categories:

3.15.1. Substance Abuse Prevention and Treatment,

3.15.2. Fire Prevention and Safety,

3.15.3. Physical Rehabilitation,

3.15.4. Traffic Safety and Accident Prevention.

3.15.5. All career civilian federal employees are eligible. Nomination accomplishments can be based on the current calendar year, past years, or span over several years.

3.15.6. GEICO will judge nominations principally on the impact of the nominees work related or non-work related contributions and the extent to which they served as an inspiration to others and brought credit to the federal service. A \$2,500 cash award, a commemorative plaque, and an all expense paid trip to Washington DC for the winner and spouse will be presented to four active federal employees.

3.15.7. Send nominations to AFPC/DPSIDR IAW official solicitation message.

3.15.8. Each MAJCOM, FOA, or DRU may submit one nomination in each category.

3.15.9. Limit the write-up to no more than 3 pages. The write-up must be typewritten in word format and must include the following: Name, title, grade, organization, address including zip code, phone number, and a brief biographical sketch with education, employment history, and family information. Describe in detail the specific achievement or

service which would qualify the employee for the award. Name and phone number of a point of contact if further information is needed.

3.15.10. Please refer to the AFPC/DPSIDR solicitation announcement for specific nomination package requirements.

3.16. USAF Cadet of the Year Award. Established in 2000, the award recognizes the most outstanding cadet in an Air Force commissioning program. The award is sponsored by the Air Squadron (a private organization comprised of high-ranking British citizens who are aviation enthusiasts), and was established to pay tribute to the United States military for supporting the United Kingdom over the years.

3.16.1. The master award element consists of an "Air Squadron Sword," which is permanently displayed at the Pentagon. The recipient cadet receives a citation and a sterling silver coin, which is presented by CSAF.

3.16.2. The period of service for the USAF Cadet of the Year Award is 1 June - 31 May.

3.16.3. Each commissioning source, Air Force Reserve Officer Training Course, Basic Officer Training School, Academy of Military Science, and United States Air Force Academy (USAFA), may each nominate three cadets.

3.16.4. Nominees must be enrolled in, or be a graduate of, one of the four commissioning sources listed in the above paragraph.

3.16.5. Nominations should be based upon achievements that occurred at the commissioning source during the award period. This does not, however, rule out a project that may have been started outside the award period and completed during the award period.

3.16.6. Include the following areas in each write-up:

3.16.6.1. Military Performance. Address leadership, officership, initiative or organizational skills, discipline, personal appearance, etc., which are exhibited through additional duties, drill and ceremonies, shooting skills, personal and room inspections, and so forth.

3.16.6.2. Academics. Address academic tests, briefing skills, and writing exercises/tests, and so forth.

3.16.6.3. Physical fitness. Address physical fitness tests, obstacle course, leadership course, field training, and so forth.

3.16.7. Send nominations to AFPC/DPSIDR IAW official solicitation message.

3.16.8. Limit the write-up to 30 typewritten lines (to include headers, if applicable) using the front side of AF Form 1206. Use the lead-off topics mentioned in above paragraph 3.16.6.

3.16.9. Send a citation for each nomination ([Attachment 3](#)).

3.16.10. Please refer to the AFPC/DPSIDR solicitation announcement for specific nomination package requirements.

3.17. National Public Service Award (NPSA). The award was established by the American Society for Public Administration and the National Academy of Public Administration to honor individuals who make outstanding contributions and whose accomplishments can be viewed as

models of public service within and outside the work environment. The NPSA program recognizes individuals who exhibit the highest standards of excellence, dedication, and accomplishment over a sustained period of time and who are creative and highly skilled career managers at all levels of the public service.

3.17.1. A distinguished committee will review nominations and select up to five award recipients who have spent a significant portion of their careers as public service practitioners at the federal, state, local or international levels of government or in nonprofit organizations that provided direct public service.

3.17.2. NPSA winners will be those who have, on a sustained basis, done some or all of the following:

3.17.2.1. Made a profound difference to improve service to the public,

3.17.2.2. Been willing to take risks to achieve change,

3.17.2.3. Fostered a more democratic society,

3.17.2.4. Served as a champion of social equity,

3.17.2.5. Changed the way a governmental organization operates so that it better achieves its goals,

3.17.2.6. Achieved substantial savings in government operations,

3.17.2.7. Developed a cadre of other government leaders,

3.17.2.8. Contributed to the communities in which they live.

3.17.3. Eligible individuals include Air Force military and civilian personnel.

3.17.4. Each MAJCOM, FOA, and DRU may submit one nomination for this award.

3.17.5. Submit nominations to AFPC/DPSIDR IAW official solicitation message.

3.17.6. Limit the write-up to no more than 6 pages. The write-up must be typewritten in word format and numbered to correspond with the solicitation message.

3.17.7. Please refer to the AFPC/DPSIDR solicitation announcement for specific nomination package requirements.

3.18. Lance P. Sijan USAF Leadership Award. The award is named in honor of the late Captain Lance P. Sijan, an Air Force Academy graduate and combat pilot, who was posthumously awarded the Medal of Honor for his intrepidity while evading capture by the North Vietnamese and during his subsequent captivity as a prisoner of war. The award recognizes the accomplishments of officers and enlisted leaders, who demonstrate the highest qualities of leadership in the performance of their duties and the conduct of their lives. It is limited to those members whose duties require them to assume active leadership roles. Each recipient receives a citation and a large wall sculpture portraying Captain Sijan and key events in his military career. The CSAF, conducts the presentation ceremony each year. The period of service for the award is 1 July - 30 June.

3.18.1. Each MAJCOM, FOA, or DRU may submit one individual in each of the following categories:

3.18.1.1. Senior Officer (Major through Colonel).

- 3.18.1.2. Junior Officer (2d Lieutenant through Captain).
- 3.18.1.3. Senior Enlisted (MSgt through CMSgt).
- 3.18.1.4. Junior Enlisted (Amn through TSgt).
- 3.18.2. Include the following areas in each write-up:
 - 3.18.2.1. Scope of Responsibility. Include duty title, level of organization, number of individuals (military and civilian) supervised directly and indirectly, dollar value of assets controlled, or programs for which nominee has direct responsibility.
 - 3.18.2.2. Professional Leadership. Nominees must demonstrate exceptional leadership traits in accomplishing the mission or overcoming unique problems and emergencies.
 - 3.18.2.3. Leadership Image. Nominees must inspire others by personal example, by character and conduct displayed as leaders, and by eagerness to assist in the accomplishment of goals.
 - 3.18.2.4. Community Involvement. Projection of leadership into the private community, as evidenced by the nominee's assumption of leadership roles in social, cultural, and religious, as well as other community service activities, may also be considered.
- 3.18.3. Send nominations to AFPC/DPSIDR IAW official solicitation message.
- 3.18.4. Limit the write-up to 30 typewritten lines (to include headers, if applicable) using the front side of AF Form 1206. Use the lead-off topics mentioned in paragraph 3.18.2.
- 3.18.5. Send a biography limited to one single-spaced type written page ([Attachment 2](#)).
- 3.18.6. Send a citation for each nomination ([Attachment 3](#)).
- 3.18.7. Do not send nominations for posthumous awards.
- 3.18.8. Please refer to the AFPC/DPSIDR solicitation announcement for specific nomination package requirements.

3.19. Government Employees Insurance Company (GEICO) Military Service Awards. GEICO established these awards to annually recognize military enlisted members from each of the military services for their contributions to military or private communities in three categories:

- 3.19.1. Drug and Alcohol Abuse Prevention,
- 3.19.2. Fire Safety and Fire Prevention,
- 3.19.3. Traffic Safety and Accident Prevention.
- 3.19.4. GEICO selects a recipient in each category from the five military services that submit nominations. The award elements consist of an engraved plaque and a \$2,500 cash award presented by GEICO. GEICO conducts presentation ceremonies each spring in Washington DC. GEICO notifies the Air Force recipient of the date, place, and travel arrangements for the ceremony and provides lodging and round-trip transportation to Washington DC to the recipient and spouse (if applicable).

3.19.5. Nominees must be Air Force active duty, Reserve, or Guard enlisted members. The period of service for the award is 1 October - 30 September. Nominations may also span several prior years, may be ongoing, or may have been accomplished during the award year.

3.19.6. Send nominations to AFPC/DPSIDR IAW official solicitation message.

3.19.7. Each MAJCOM, FOA, or DRU may submit one nomination in each category.

3.19.8. Write-ups will include facts and specific accomplishments, either on or off duty, that describe how the military or civilian community has benefited.

3.19.9. Limit the write-up to 30 typewritten lines (to include headers, if applicable) using the front side of AF Form 1206.

3.19.10. Send a biography limited to one single-spaced typewritten page ([Attachment 2](#)).

3.19.11. Do not send nominations for posthumous awards.

3.19.12. Nominee must have a least one year retainability from AFPC/DPSIDR suspense date of 15 Oct.

3.19.13. Please refer to the AFPC/DPSIDR solicitation announcement for specific nomination package requirements.

3.20. Affirmative Employment Program (AEP) Awards (formerly the Distinguished Equal Employment Opportunity [EEO] Awards). These awards recognize civilian and military personnel who have demonstrated superior achievements in pursuing affirmative employment objectives and goals (people with disabilities) and implementing and maintaining the special emphasis programs. Nominees must have clearly demonstrated their contributions through measurable accomplishments toward attaining the Air Force Affirmative Employment Goals. The period of service for the award is 1 October – 30 September.

3.20.1. These awards recognize Air Force military and civilian personnel for distinguished service in support of the AEP in the categories listed below:

3.20.1.1. Commander Action. This category is designed for the commanders of MAJCOMs, FOAs, DRUs, intermediate commands, and center, wing, base, or tenant organizations. Nominees must have demonstrated personal commitment to equal opportunity and affirmative employment program objectives/goals (people with disabilities) through achievement of positive affirmative employment actions or results-oriented management objectives. Nominees must have demonstrated leadership commitment and support for the special emphasis programs.

3.20.1.2. Supervisory Action. This category is designed for first-level civilian and military supervisors who have established a positive affirmative employment program at their work sites to further equal opportunity for employees. Nominees must also have demonstrated superior abilities in fulfilling the objectives of the equal opportunity and affirmative employment program through developmental opportunity program initiatives, career development activities, incentive awards, and other employment processes.

3.20.1.3. Affirmative Employment Program. This category is designed for civilian and military personnel, Affirmative Employment Program managers, and Human Resource specialists. Nominees must have clearly demonstrated superior abilities in attaining the Air Force affirmative employment objectives/goals (people with disabilities) by assisting

leadership, managers, and supervisors in their efforts to recruit, hire, advance, and retain women, minorities, and people with disabilities. Nominees must have implemented, administered and maintained effective special emphasis programs. Nominees must have established and maintained effective relationships with community organizations and groups.

3.20.1.4. Special Emphasis Programs. This category is designed for civilian and military personnel who have contributed significantly to the employment and advancement of minorities, women, and people with disabilities, including veterans and the wounded warriors. These nominees must have clearly demonstrated their contributions through training programs; effective outreach and recruitment; increased representation of minorities, women, and people with disabilities; positive management involvement; and community involvement. Nominees must have clearly demonstrated their contributions through measurable accomplishments toward attaining the Air Force affirmative employment objectives/goals (people with disabilities). These programs include six separate categories: Federal Women's Program, Hispanic Employment Program, People with Disabilities Program, Black Employment Program, Asian American/Pacific Islander Employment Program, and American Indian/Alaskan Native Employment Program.

3.20.2. An individual will be nominated in one category only. The previous year award winners will not normally be nominated two years in succession. When such nominations are submitted, the justification must highlight the additional substantial contributions in furthering the EEO and AAP objectives about the previous year's nomination. The facts supporting the achievements for contributions of the nominees must be stated concisely; limited to the period covered, and must clearly define the results achieved in the specific category.

3.20.3. Each recipient will receive a letter signed by the Secretary of the Air Force and an engraved plaque.

3.20.4. Each MAJCOM, FOA, and DRU may submit one nomination in each category for this award.

3.20.5. Limit the write-up to 30 typewritten lines (to include headers, if applicable) using the front side of AF Form 1206.

3.20.6. Send a citation for each nomination ([Attachment 3](#)).

3.20.7. Please refer to the AFPC/DPSIDR solicitation announcement for specific nomination package requirements and suspense dates.

3.21. Arthur S. Flemming Award. This award is sponsored by the George Washington University School of Public Administration and honors outstanding Federal employees who have made extraordinary contributions to the Federal Government. The purpose of honoring these men and women each year is fourfold: (1) to recognize those who have performed outstanding and meritorious work for the Federal Government, (2) to encourage high standards of performance in the Federal Government, (3) to enhance appreciation of our form of Government and the opportunities and responsibilities that it presents, and (4) to attract outstanding persons to the Federal Government.

3.21.1. Awards will be made principally for outstanding contributions to public service on either a sustained basis or through a single exceptional accomplishment during the current calendar year.

3.21.2. This award recognizes Air Force military and civilian personnel. Nominees must have at least 36 months of government service, but no more than 15 years of service as of 31 Dec of the nominating year to be eligible for this award.

3.21.3. A panel of distinguished, nationally prominent judges will review nominations and select twelve awards recipients. Four awards will be presented to individuals in each of the following categories:

3.21.3.1. Administration. Nominees should have demonstrated exceptional ability and performance in administration. For example, personnel, finance, labor or law. Nominees should also have an active participation in community activities (including professional activities where the purpose is not considered self-promoting) as a demonstration of a well-rounded lifestyle.

3.21.3.2. Scientific. Nominees should have demonstrated achievement that is considered to be pioneering, unique, and innovative with a break-through impact. Nominees should also have an active participation in community activities (including professional activities where the purpose is not considered self-promoting) as a demonstration of a well-rounded lifestyle.

3.21.3.3. Applied Science and Mathematics. Nominees should have demonstrated innovative uses in technology to address an important agency objective, including adapting commercial off-the-shelf technology to meet the agency's needs. Nominees should also have an active participation in community activities (including professional activities where the purpose is not considered self-promoting) as a demonstration of a well-rounded lifestyle.

3.21.4. Nominations must be submitted in one category, although duties may overlap other areas in all categories.

3.21.5. Each MAJCOM, FOA, and DRU may submit one nomination in each category for this award.

3.21.6. The write-up must be typewritten in word format and numbered to correspond with the solicitation message.

3.21.7. Send a citation for each nomination. Prepare a proposed citation containing approximately 150 words, summarizing the work performed by the nominee which is to be considered. The citation must contain the specific description of the nominee's work and achievements.

3.21.8. Individuals previously nominated but not selected for a Flemming Award may be renominated.

3.21.9. Please refer to the AFPC/DPSIDR solicitation announcement for specific nomination package requirements and suspense dates.

3.22. The Armed Forces Spirit of Hope Award. The Armed Forces Spirit of Hope Award is named in honor of Mr. Bob Hope, and is presented for outstanding service to the United States of

America. It is awarded to men, women, and organizations of the US Armed Forces, entertainers, and other distinguished Americans and organizations whose patriotism and service reflects that of Mr. Bob Hope. The Armed Forces Spirit of Hope Award is presented annually to one nominee (either an individual or organization) from each of the following: The Office of the Secretary of Defense, the Army, the Navy, the Marine Corps, the Air Force, and the Coast Guard, that fit the following criteria:

3.22.1. Epitomizes the values of Mr. Bob Hope: Duty, Honor, Courage, Loyalty, Commitment, Integrity, and Selfless Dedication.

3.22.2. Significantly enhances the quality of life of service members and their families serving around the world.

3.22.3. Selflessly contributes an extraordinary amount of time, talent, or resources to benefit members of the United States Armed Forces.

3.22.4. Eligibility requirements are as follows:

3.22.4.1. Active Duty, Reserve, Guard, former military members, or civilians, who embody the values of freedom, the Constitution of the United States of America and the military.

3.22.4.2. Individuals or organizations having a commercial or profit-making contractual relationship with DoD, or with a DoD component, may be eligible to receive the award provided the following are true:

3.22.4.2.1. The contribution is clearly and substantially outside what is specified or implied within the terms of the contract establishing the relationship.

3.22.4.2.2. The recognition is clearly in the public interest.

3.22.4.3. This award may be presented posthumously.

3.22.5. Foreign nationals may receive the Armed Forces Spirit of Hope Award provided they meet the above criteria; please follow instructions in the solicitation message for further guidance regarding nomination packages for foreign nationals.

3.22.6. Nomination packages will include the following:

3.22.6.1. Statement reflecting the nominee's basic information.

3.22.6.2. A write-up, not to exceed two double-spaced pages, in 12 pitch font, on the act or service rendered, and how it epitomized the values of Mr. Bob Hope, as mentioned in paragraphs 3.22.1 through 3.22.3. Please see the solicitation message for more information regarding this write-up.

3.22.6.3. A proposed citation, not to exceed 90 words, which provides specific examples of the act or service performed. Refer to [Attachment 3](#) for the format.

3.22.6.4. Name, address, and telephone number of the point of contact for the nominating organization.

3.22.6.5. A statement of concurrence by the US Chief of Mission and the US Defense Attaché (if one is assigned) to the country of the foreign national nominee, as well as a statement of concurrence from the DIA.

3.22.6.6. A public release statement addressed to AFPC/DPSIDR, signed by the nominee that reads verbatim “I do/do not agree to give permission to use my name, rank, and base of assignment in the announcement message or any publicity regarding the award winner.” This statement must be signed and dated by the nominee.

3.22.6.7. An endorsement letter signed by the MAJCOM/FOA/DRU commander, vice commander, or executive director.

3.22.7. Each MAJCOM/FOA/DRU may submit one nomination, in original format, to dpsidr.taskmgt@RANDOLPH.AF.MIL.

3.22.8. Please refer to the AFPC/DPSIDR solicitation announcement for specific nomination package requirements and suspense dates.

3.23. DoD David O. Cooke Excellence in Public Administration Award. This award was created to promote, perpetuate and recognize the type of exceptional contributions Mr. David O. Cooke made to federal service. Mr. Cooke had a career that spanned more than 55 years, 45 of which were with DoD and served under 15 different Secretaries of Defense. His commitment to duty embodied the noble virtues of public service, and he was widely recognized as a consummate public official promoting a cooperative spirit among DoD leadership and improving DoD operations.

3.23.1. This award recognizes non-managerial career employees with 3 to 10 years of civilian federal career service, as of 31 December of each calendar year, who demonstrates great leadership potential as a future federal executive and who emulates Mr. Cooke’s dedication to service while helping to promote and effect cooperation and improvement in the department.

3.23.2. The nominee can be serving in any functional area, and will be evaluated on his or her extraordinary commitment to public service and demonstration of an inspiring degree of personal and professional integrity.

3.23.3. Each MAJCOM, FOA, and DRU may submit one nomination for this award.

3.23.4. Limit the nomination package to the outline as specified according to the solicitation message. The write-up must be typewritten in Word format, size 12 font, single spaced, with new subject paragraphs double-spaced and numbered to correspond with the solicitation message.

3.23.5. In addition to the write-up, the following documents also are to be included:

3.23.5.1. A proposed citation, prepared in double-space, portrait style, and not to exceed 250 words, which highlights the significance of the individual’s achievements.

3.23.5.2. A non-managerial validation, addressed to AFPC/DPSIDR, written on unit letterhead. This validation indicates that the nominee is currently in a non-managerial position. This validation must be signed and dated by the nominee’s first level supervisor

3.23.5.3. A public release statement, addressed to AFPC/DPSIDR, which reads verbatim: “I do or do not agree to give permission to use my name, rank, and base of assignment in the announcement message or for any publicity regarding the award winner.”

3.23.5.4. An endorsement letter, addressed to AFPC/DPSIDR, signed by the MAJCOM/FOA/DRU commander, vice commander, or executive director.

3.23.6. Please refer to the AFPC/DPSIDR solicitation announcement for specific nomination package requirements and suspense date.

Chapter 4

AWARDS FOR WHICH NOMINATIONS ARE SUBMITTED DIRECTLY TO SPONSOR

4.1. Nomination Procedures. The following awards do not require submission to AFPC/DPSIDR. MAJCOMs, FOAs, and DRUs desiring to submit nominations for these awards will submit directly to the sponsor.

4.1. (SEYMOURJOHNSONAFB) Airman, Junior NCO, Senior NCO and Company Grade Officer Category:

4.1.1. An award schedule will be sent yearly to each MAJCOM/FOA/DRU from AFPC/DPSIDR indicating the web site and projected suspense dates for the awards contained in this chapter.

4.1.1. **(SEYMOURJOHNSONAFB)** Annual competition can be an in-person board (TBD by 4 FW/CCC). If an in-person board is determined, regular or ordinary leave is at the discretion of the member; therefore they will not receive any points or special consideration from the selection board in any of the missed areas (military bearing and appearance, communication, and articulation). Quarterly competition is a record review board only; however, Group and Squadron level in-person boards are highly encouraged.

4.1.2. Each MAJCOM/FOA/DRU will review the web site for current criteria, suspense dates, and submission procedures.

4.1.2. **(SEYMOURJOHNSONAFB)** The 4 FW/CCC approves board members for the Amn/NCO/SNCO quarterly and annual boards, and members for the annual First Sergeant of the Year board. Each board will include one representative from each group and the wing staff; the board president will rotate between the four groups and the wing staff. The Annual Awards boards will be in-person board as long as all members are present for duty.

4.1.3. Each MAJCOM/ FOA/DRU may submit only one nomination for each award. The MAJCOM, FOA, or DRU commander, vice commander, or executive director must endorse each nomination.

4.1.3. **(SEYMOURJOHNSONAFB)** Each Group Superintendent or designated representative in the rank of CMSgt is required to provide board presidents on a rotating basis:

4.1.3.1. **(Added-SEYMOURJOHNSONAFB)** First Quarter - OG – Amn Board / MXG – NCO Board / CCC – SNCO Board.

4.1.3.2. **(Added-SEYMOURJOHNSONAFB)** Second Quarter – MXG – Amn Board / MSG – NCO Board / CCC – SNCO Board.

4.1.3.3. **(Added-SEYMOURJOHNSONAFB)** Third Quarter – MSG – Amn Board / MDG – NCO Board / CCC – SNCO Board.

4.1.3.4. **(Added-SEYMOURJOHNSONAFB)** Fourth Quarter – MDG – Amn Board / OG – NCO Board / CCC – SNCO Board.

4.1.3.5. **(Added-SEYMOURJOHNSONAFB)** Annual – 4 FW/CCC will sit as the board president.

4.1.4. **(Added-SEYMOURJOHNSONAFB)** Each group and the wing staff superintendent will forward the names of their board members to the 4 FW/CCCE on the date established in the 4 FW Awards Schedule.

4.1.5. **(Added-SEYMOURJOHNSONAFB)** Board composition is as follows:

4.1.5.1. **(Added-SEYMOURJOHNSONAFB)** Airman Board: Five NCOs in the rank of SSgt or TSgt.

4.1.5.2. **(Added-SEYMOURJOHNSONAFB)** NCO Board: Five SNCOs in the rank of MSgt or SMSgt.

4.1.5.3. **(Added-SEYMOURJOHNSONAFB)** SNCO Board: One CMSgt or CMSgt-select from each Group.

4.1.5.4. **(Added-SEYMOURJOHNSONAFB)** Annual board members will be the Group Superintendents.

4.2. Institute of Navigation (ION) Awards. The ION annually sponsors several awards pertaining to the science of navigation.

4.2. (SEYMOURJOHNSONAFB) Company Grade Officer and APF Civilian Categories:

4.2.1. Achievements occurring during the past calendar year receive preference by the ION.

4.2.1. **(SEYMOURJOHNSONAFB)** The quarterly selection board will consist of a board president (4 FW/CV or 4 FW/DS) and five field grade officers, one from each group (to include WSA).

4.2.2. Nominations are accepted for each of the following awards:

4.2.2. **(SEYMOURJOHNSONAFB)** The annual selection board will consist of a board president (4 FW/CV or 4 FW/DS) and five field grade officers, one from each group (to include WSA).

4.2.2.1. Norman P. Hays Award. Awarded to an individual engaged in management in the military service, federal government, or private industry and recognizes outstanding encouragement, inspiration, and support contributing to the advancement of navigation.

4.2.2.2. Thomas L. Thurlow Award. Awarded to an individual making an outstanding contribution in one of the following areas involving air or ground navigation: invention or design for any type of navigation equipment; new method of navigation; navigational research or study; or effort toward general advancement of the science of navigation.

4.2.2.3. P. V. H. Weems Award. Awarded to an individual for continuing contributions to the advancement of navigation. (The award is intended to recognize individuals who have, over a long period of years, made significant contributions to navigation but whose accomplishments in any given years were not so outstanding as to overshadow all others.)

4.2.2.4. Superior Achievement Award. Awarded annually for outstanding performance to a practicing navigator (as contrasting the science of navigation).

4.2.3. Nominate either Department of the Air Force civilians or Air Force military members.

4.2.3. (SEYMOURJOHNSONAFB) The names of the selected board members will be submitted to 4 FW/CCCE on the date established by the 4 FW Awards Schedule. 4 FW/CCCE will send nomination packages for board distribution and in turn the board will provide 4 FW/CCCE the results.

4.2.4. Submit nominations on forms that are available upon request from the ION's website (<http://www.ion.org/awards/>). Submit nominations in accordance with criteria and procedures outlined by the ION.

4.3. Air Force Sergeants Association (AFSA) Pitsenbarger Award. The AFSA recognizes an Air Force enlisted member who has performed a heroic act, on or off duty, which resulted in the saving of life or the prevention of serious injury. AFSA conducts presentation ceremonies each summer during the AFSA's annual convention. AFSA notifies the recipient of the date, place, and travel arrangements for the ceremony. The award elements consist of an engraved plaque presented by the AFSA.

4.3. (SEYMOURJOHNSONAFB) Field Grade Officer of the Year (Annual award only):

4.3.1. The period of service for the award is 1 January - 31 December.

4.3.1. (SEYMOURJOHNSONAFB) The annual selection board will consist of a board president (4 FW/CV) and each Group Commander or designated representative. 4 FW/CCCE will send nomination packages for board distribution and in turn the board will provide 4 FW/CCCE the results.

4.3.2. Nominate Air Force enlisted members in grades AB through CMSgt who have performed a heroic act on or off duty.

4.3.3. The heroic act must be of such a nature as to have placed the nominee in risk of personal danger and been a legitimate attempt to save life or prevent serious injury to another person or persons and not an act of bravado.

4.3.4. Submit nominations in accordance with criteria and procedures outlined by the AFSA.

4.3.5. Limit the write-up to one single-spaced typewritten page using the front side of AF Form 1206.

4.3.6. Send a biography limited to one single-spaced typewritten page ([Attachment 2](#)).

4.3.7. Do not submit joint nominations.

4.3.8. Do not send nominations for posthumous awards.

4.3.9. Each MAJCOM/FOA/DRU may submit one nomination. Mail nominations directly to the following address: Air Force Sergeants Association, ATTN: Military and Government Relations, P.O. Box 50, Temple Hills, Maryland, 20757-0050. If using express mail, send to 5211 Auth Road, Suitland, Maryland 20746.

4.3.10. Please refer to the AFPC/DPSIDR solicitation announcement for specific nomination package requirements.

4.4. US Jaycees Ten Outstanding Young Americans Award. Air Force military members and Department of the Air Force civilians may be nominated for this award. The US Jaycees sponsor the program and give annual awards to ten outstanding young men and women from

throughout the United States. The recipients are chosen for exceptional achievements that have been significant to their profession, communities, states, or the nation.

4.4. (SEYMOURJOHNSONAFB) First Sergeant of the Year (Annual award only):

4.4.1. Men and women in any field, who are 21 through 39 years of age, are eligible.

4.4.1. (SEYMOURJOHNSONAFB) The annual selection board will consist of a board president (4 FW/CCC) and each Group Superintendent or designated representative in the rank of CMSgt. 4 FW/CCCE will send the board president and board members the score sheet for the specified category.

4.4.2. Nominees must not become 40 years of age before 1 January of the year that the awards will be given.

4.4.3. Nominees must be native or naturalized citizens of the United States or have applied for US citizenship.

4.4.4. Date of the accomplishment or achievement does not matter.

4.4.5. Posthumous nominations are acceptable.

4.4.6. Submit nominations in accordance with criteria and procedures outlined by the US Jaycees. The nomination form can be downloaded at the US Jaycees website (http://www.usjaycees.org/projects_toya.htm). Ensure the nominee and the MAJCOM/FOA/ DRU commander or vice commander sign the last page of the form.

4.4.7. Select *three areas only* from the choices of achievements listed below. Highlight and underscore the areas selected in the nomination write-up. Follow the instructions included in the form.

4.4.7.1. Personal improvement.

4.4.7.2. Financial success and economic innovation.

4.4.7.3. Social improvement to major contemporary problems.

4.4.7.4. Philanthropic contribution or voluntary service.

4.4.7.5. Politics or governmental service.

4.4.7.6. Scientific or technological contributions.

4.4.7.7. Legal reform.

4.4.7.8. Cultural achievement (to include contribution in literature, history, education, or the arts).

4.4.7.9. Academic leadership.

4.4.7.10. Academic accomplishment.

4.4.7.11. Moral and religious leadership.

4.4.7.12. Success in the influence of public opinion (news media and other means).

4.4.7.13. Any other important contributions to community, state, or nation.

4.4.8. Include one color photograph (5 by 7 inches), head and torso view, of the nominee in the nomination package. Military members wear the service dress uniform without headgear.

4.5. Service to America Medals. Co-sponsored by the Atlantic Media Company and the Partnership for Public Service, these awards recognize the accomplishments of American's best public servants. The awards pay tribute to America's dedicated federal workforce, highlighting those who have made significant contributions to our country. Honorees will be chosen based on their commitment and innovation, as well as the impact of their work on addressing the needs of the nation.

4.5. (SEYMOURJOHNSONAFB) Nomination Evaluation Criteria:

4.5.1. Nominees must be career civilian federal employees to be eligible for this award.

4.5.1. (SEYMOURJOHNSONAFB) All board members will score the nomination packages to include what is outlined in paragraph 3.4.1 and 3.5.1.

4.5.2. Nominations will be considered in the following categories:

4.5.2. (SEYMOURJOHNSONAFB) Each board member will evaluate the nomination packages in a fair and objective manner, and score the packages based on the "whole person concept". Board members will tally each nominee's total score in ranking order using the 4 FW Board Members score sheet provided by 4 FW/CCCE. Board members will then provide the board president with a rank order listing of the nominees. The Board President will combine each members "order of merit" scores on the Board President score sheet and total across the sheet. The individual with the lowest score will be the award winner.

4.5.2.1. Federal Employee of the Year Medal. This medal recognizes a federal employee whose professional contributions exemplify the highest attributes of public service.

4.5.2.1. (SEYMOURJOHNSONAFB) Board President score sheet along with each Board Members score sheet will be signed and turned into 4 FW/CCCE upon completion of the board.

4.5.2.2. Career Achievement Medal. This medal recognizes a federal employee for significant accomplishments throughout a lifetime of achievement in public service. Nominees must have at least 20 years of career federal civil service.

4.5.2.3. Call to Service Medal. This medal recognizes a federal employee whose professional achievements reflect the important contributions that a new generation brings to public service. The nominee must have shown a commitment to public service and demonstrated a significant accomplishment within his or her particular government field that was innovative and high impact, and met a critical need for the nation within the past three years.

4.5.2.4. Medals in Specific Government Fields. These medals recognize federal employees for significant contributions to the nation through the following government fields:

4.5.2.4.1. Homeland Security. Includes activities related to homeland security such as law enforcement, intelligence, transportation security, emergency preparedness.

4.5.2.4.2. Justice and Law Enforcement. Includes activities related to criminal justice, civil rights, counter-terrorism, and fraud detection/prevention.

- 4.5.2.4.3. National Security and International Affairs. Includes activities related to defense, diplomacy, intelligence, and trade.
- 4.5.2.4.4. Science and Environment. Includes activities related to biomedicine, economics, energy, information technology, meteorology, resource conservation, and space.
- 4.5.2.4.5. Social Services. Includes activities related to economic development and assistance, education, health care, housing, labor and transportation.
- 4.5.3. Submit nominations in accordance with criteria and procedures outlined by the Atlantic Media Company and the Partnership for Public Service.
- 4.5.3. (SEYMOURJOHNSONAFB) The board president will score only to break a tie.
- 4.5.4. All nominations to the Service to America Medals program must be submitted on-line via their website (<http://www2.govexec.com/SAM/index.cfm>).

4.6. Katharine Wright Memorial Award. The Gates Learjet Corporation established this award in 1981. In 1990, Gates Learjet Corporation transferred title of this award to the National Aeronautic Association (NAA) to administer in perpetuity. The award is made annually to a woman who has: provided encouragement, support, and inspiration to her husband, and thus, was instrumental in his success or made a personal contribution to the advancement of the art, sport, and science of aviation and space flight over an extended period of time.

- 4.6.1. Submit nominations in accordance with criteria and procedures outlined by the NAA on their website (<http://www.naa.aero/html/awards/index.cfm>).
- 4.6.2. Limit the write-up to two single-spaced typewritten pages using the format outlined by the NAA.
- 4.6.3. Send a citation limited to 30 key words that describe the nominee's accomplishments or contributions.

4.7. William T. Pecora Award. This award is presented annually to recognize outstanding contributions by individuals or groups toward understanding the earth by means of remote sensing. The award is sponsored jointly by the Department of the Interior (DOI) and the National Aeronautics and Space Administration (NASA). The award was established in 1974 to honor the memory of Dr. William T. Pecora, former director of the U.S. Geological Survey and Under Secretary Department of the Interior. Dr. Pecora was a motivating force behind the establishment of a program for civil remote sensing of the earth from space. His early vision and support helped establish what we know today as the Landsat Satellite Program.

- 4.7.1. Any individual or group working in the field of remote sensing of the earth is eligible to receive this award.
- 4.7.2. The individual award recognizes achievements in the scientific and technical remote sensing community, as well as contributions leading to successful practical applications of remote sensing. Consideration will be given to sustained career achievements or singular contributions of major importance to the field of remote sensing.
- 4.7.3. The group award recognizes a team or part of an organization that has made major breakthroughs in remote sensing science or technology or developed an innovative

application that has a significant impact on the user community or national/international policies.

4.7.4. Submit nominations in accordance with criteria and procedures outlined by the DOI and NASA via their website (<http://remotesensing.usgs.gov/pecora.html>).

4.7.5. Previous nominees not selected as recipients will be reconsidered. Such nominations may be updated by the submitters of the original nomination.

4.8. Wright Brothers Memorial Trophy. Given annually by the NAA, this award recognizes a civilian or military member for significant public service of enduring value to aviation in the United States. Public service includes either public service as a full-time employee of government or as an unpaid volunteer serving on a government commission, agency or service which made a major contribution of enduring value to the public. Aviation, interpreted broadly, includes aerospace activities. Nominees must be living American citizens.

4.8.1. Submit nominations in accordance with criteria and procedures outlined by the NAA on their website (<http://www.naa.aero/html/awards/index.cfm>).

4.8.2. Limit the write-up to three single-spaced typewritten pages using the format outlined by the NAA.

4.8.3. Send a citation limited to 30 key words that describe the nominee's accomplishments or contributions.

Chapter 5

OFFICE OF THE SECRETARY OF DEFENSE (OSD) MILITARY AND CIVILIAN EQUAL OPPORTUNITY AWARDS

5.1. Background. The OSD military and civilian equal opportunity award programs were established to recognize the contributions individuals have made to enhance and promote the advancement of minority groups in both the military and civilian sectors of the Department of Defense.

5.1. (SEYMOURJOHNSONAFB)Eligibility:

5.1.1. With the exception of the National Latina Symposium Meritorious Service Awards, the following equal opportunity award programs are open to all individuals, regardless of race, sex, national origin, or location.

5.1.1. **(SEYMOURJOHNSONAFB)** The nominee must be or been an active honor guard member during the award period.

5.1.2. Please refer to the most recent messages forwarded from AFPC and MAJCOM/FOA/DRU for current information regarding the nomination processes and packages of these award programs. Messages can be obtained from either the local MPS/CPF or from the AFPC/MAJCOM/FOA/DRU web site.

5.1.3. The nominee's unit is responsible for paying related per diem and travel costs for attending any related award ceremonies, luncheons, and the like.

5.2. Nomination Packages. Nomination packages (specific items will be listed in the solicitation announcements) will normally include the following items:

5.2. (SEYMOURJOHNSONAFB)Quarterly and Annual Nominations:

5.2.1. A write-up, either on bond paper or on AF Form 1206, describing the nominee's accomplishments which support the award criteria.

5.2.1. **(SEYMOURJOHNSONAFB)** Members earn quarterly nominations based on number of details performed. Limit nominations to 5 bullet statements highlighting the Honor Guard member's most significant accomplishments within the three-month period under consideration. A convening board determines quarterly award winners.

5.2.2. A citation, not to exceed 16 lines, which describe the nominee's accomplishments. Refer to Attachment 3 for format.

5.2.2. **(SEYMOURJOHNSONAFB)** Annual award winners are chosen from the quarterly winners, and are also determined by a convening board comprised of the 4 FSS/CC, Officer in Charge, Noncommissioned Officer in Charge, and the 4 FSS First Sergeant. Limit nominations to 10 bullet statements highlighting the Honor Guard member's most significant accomplishments within the twelve-month period under consideration.

5.2.3. A digital (.jpg format) color or black & white, head and shoulders, photograph of the nominee.

5.2.4. A public release statement addressed to AFPC/DPSIDR, signed and dated by the nominee, which states verbatim: "I do/do not agree to give permission to use my name, rank,

and base of assignment in the announcement message or any publicity regarding the award winner.”

5.2.5. A biography, limited to one, single-spaced typewritten page. Refer to attachment 2 for format.

5.2.6. An endorsement letter signed by the MAJCOM/FOA/DRU/Defense Agency commander, vice commander, executive director, DP or A1, stating that validation with the nominee’s unit was accomplished in ensuring that the nominee does not have any derogatory information.

5.3. Blacks in Government (BIG) Meritorious Service Award. The BIG Meritorious Service Award is presented to a military member and a DoD civilian employee who have significantly contributed to the Global War on Terrorism through outstanding support to the mission of their organization.

5.3. (SEYMOURJOHNSONAFB)Board Procedures:

5.3.1. The member must also meet one or more of the following criterion:

5.3.1. (SEYMOURJOHNSONAFB) All nominees can face an in-person board (TBD by 4 FSS/CC or 4 FSS/CEM). If an in-person board is determined, each nominee will be judged on three categories: personal appearance/military bearing, answers to opinionated questions asked by board members, and what the member has accomplished for the Honor Guard.

5.3.1.1. Demonstrates support for the full integration and promotion of African Americans within the Armed Services or Federal Civilian Workforce.

5.3.1.2. Promotes the tenets of civil/human rights, race relations, equal opportunity, affirmative action, human relations, and public service programs.

5.3.1.3. Creates opportunities that support or contribute to the mentorship or development, and advancement or retention of African Americans in government service consistent with merit principles.

5.3.1.4. Eliminates barriers that hinder equal opportunity of African Americans or promotes programs and activities that advance equal opportunity.

5.3.1.5. Contributes to the selection, promotion, or retention of African Americans in senior grade level positions and under-represented occupations.

5.3.1.6. Displays exceptional character that distinguishes the individual as an outstanding leader, role model, or mentor in promoting the development or advancement of African American military or civilian personnel.

5.3.1.7. Increases significantly the participation of Historically Black Colleges and Universities (HBCU) in federal programs and enhances the capacity building and infrastructure development of these institutions.

5.3.1.8. Increases significantly the opportunities for HBCU to participate in and benefit from DoD programs involving contracts and grants, student and faculty employment, research and development, and the Reserve Officer Training Corps.

5.3.1.9. Makes personal sacrifices by their actions resulting in significant contributions toward the development or advancement of African Americans.

5.3.1.10. Distinguishes themselves as a leader and mentor for African American youth, especially promoting their participation in science, technology, engineering, and mathematical education programs and technical career fields.

5.3.2. Please refer to the AFPC/DPSIDR and MAJCOM/FOA/DRU solicitation announcements for specific nomination package requirements.

5.3.2. **(SEYMOURJOHNSONAFB)** Each nominee will be rated on a scale of 1 to 5, with 1 being the lowest and 5 being the highest. The points will be tallied by the board president and forwarded to the NCOIC.

5.3.3. **(Added-SEYMOURJOHNSONAFB)** NCOIC will forward the name of their winner to 4 FW/CCCE immediately following the board.

5.4. DoD African American History Month Recognition Award. The DoD African American History Month Recognition Award recognizes and honors military service men and women who have supported the Global War on Terrorism and demonstrates role model qualities and the core values of their respective military service branch.

5.4. (SEYMOURJOHNSONAFB) Recognition

5.4.1. Please refer to the AFPC/DPSIDR and MAJCOM/FOA/DRU solicitation announcements for specific nomination package requirements.

5.4.1. **(SEYMOURJOHNSONAFB)** The quarterly winners of the Honor Guard Member will be officially recognized at the 4 FW Recognition Ceremony, and will receive a plaque and other mementos provided by base sponsors.

5.4.2. **(Added-SEYMOURJOHNSONAFB)** The annual winner will be recognized at the 4 FW Annual Awards Banquet and will receive a plaque and other mementos provided by base sponsors.

5.5. Federal Asian/Pacific American Council (FAPAC) Outstanding Civilian Individual Awards. The FAPAC Outstanding Civilian Individual Awards recognizes DoD civilian employees who have made significant contributions to the advancement of Asian Americans and Pacific Islanders (APIs) and the promotion of diversity/EEO in the Federal workplace and the API community.

5.5.1. Criteria for nominees include:

5.5.1.1. Assisting the government in recruiting, promoting, establishing, and maintaining an effective and equitable participation of APIs in the workforce.

5.5.1.2. Promoting recognition of API's competencies, overall awareness of the impact of APIs' cultures, contributions, work ethics, and behavior related to the government employment.

5.5.1.3. Promoting, initiating, lading, and encouraging employees to participate in program activities that will benefit the career training, career development and advancement of APIs in the workplace.

5.5.1.4. Promoting a better understanding among APIs and non-APIs in the workplace and resolve problems of equity for the APIs including EEO, and establishing

and maintaining channels of communication and goodwill between AAPIs and other member so the workforce.

5.5.1.5. Organizes program activities that advocate equal opportunity for AAPIs in the Federal and District of Columbia government.

5.5.1.6. Achieves personal goals in displaying exceptional leadership qualities that will inspire others to follow.

5.5.1.7. Advocates for civil rights, diversity and equal opportunity within their particular department or agency.

5.5.2. Award categories, in grade clusters of General Schedule Grades 1-10, 11-15, and Senior Executive Service, are as follows:

5.5.2.1. Outstanding Individual Leadership: The award will be presented to the individual who has shown bold leadership and innovative ways in promoting EEO, Affirmative Action and Diversity.

5.5.2.2. Excellence in Individual Achievement: The award will be presented to the individual who has shown greatest contribution toward the AAPI representation at all levels as compared to the total AAPI population as a whole.

5.5.2.3. Diversity Excellence: The award will be presented to the individual who has shown a remarkable contribution towards diversity against all odds.

5.5.3. Please refer to the AFPC/DPSIDR and MAJCOM/FOA/DRU solicitation announcements for specific nomination package requirements.

5.6. FAPAC Military Meritorious Service Award. The FAPAC Military Meritorious Service Award honors service men and women who have distinguished themselves in the war on terrorism, whose activities best support the ideas of duty, honor, and country, or who best epitomize the core values and the citizen-warrior attributes of their respective military service branch

5.6.1. Criteria for nominees include:

5.6.1.1. Fostering an innovative and harmonic environment between the military and Asian Pacific Americans (APA) civilian communities.

5.6.1.2. Assisting the work force in overcoming discrimination and eliminating barriers that hinder equal opportunity for APAs and other minorities in the Armed Forces.

5.6.1.3. Promoting the tenets of civil/human rights, race relations, equal opportunity, affirmative action, human relations, and public service programs within the Armed Forces.

5.6.1.4. Allowing military members to participate in program activities that will benefit the career development of APAs.

5.6.1.5. Creating job or training opportunities that will support and contribute to the advancement of APAs in the Armed Forces.

5.6.1.6. Managing and promoting a diversified work force within the military services.

5.6.1.7. Serving APAs in the community and in the Armed Forces by reaching out and continuing education, setting an example for others to follow.

5.6.1.8. Encouraging leaders to promote diversity/equal employment opportunity program activities that advocate equal opportunity for APAs and members of the civilian and military population.

5.6.2. Please refer to the AFPC/DPSIDR and MAJCOM/FOA/DRU solicitation announcements for specific nomination package requirements.

5.7. Federally Employed Women (FEW) Military Meritorious Service Award. The FEW Military Meritorious Service Award recognizes an outstanding military service member (Active Duty and Reserve forces) within the Armed Forces who has distinguished herself/himself with significant contributions to their service, the advancement of women, and our nation,

5.7.1. By one or more of the following:

5.7.1.1. Outstanding contribution to the Global War on Terrorism.

5.7.1.2. Promoting the tenets of civil/human rights, race relations, equal opportunity, affirmative action, human relations, and public service programs.

5.7.1.3. Creating jobs or training opportunities that support and contribute to the advancement of women in the government service consistent with merit principles.

5.7.1.4. Assisting the workforce in overcoming discrimination and eliminating barriers that hinder equal opportunity.

5.7.1.5. Promoting programs and activities that advocate equal opportunity based on individual merit for all employees within the Federal workforce.

5.7.1.6. Promoting a positive understanding of the Armed Forces among and between men and women, minority and non-minority members of the military and civilian population.

5.7.1.7. Fostering an innovative and constructive environment between the military and civilian community and men and women of all races and ethnic backgrounds that benefit employees and/or community residents.

5.7.1.8. Displaying exceptional character that distinguishes the individual as an outstanding leader and role model in promoting the advancement of women, especially in underrepresented occupations and career fields.

5.7.2. Please refer to the AFPC/DPSIDR and MAJCOM/FOA/DRU solicitation announcements for specific nomination package requirements.

5.8. League of United Latin American Citizens (LULAC) Excellence in Military Service Awards. The LULAC Excellence in Military Service Awards recognizes military members who have distinguished themselves in the war on terrorism and whose activities best support the ideals of duty, honor, country, or who best epitomize the core values and the citizen-warrior attributes of the respective military service branch.

5.8.1. Please refer to the AFPC/DPSIDR and MAJCOM/FOA/DRU solicitation announcements for specific nomination package requirements.

5.9. National Association for the Advancement of Colored People (NAACP) Roy Wilkins Renown Service Award. The NAACP Roy Wilkins Renown Service Award is awarded to any military (Active Duty or Reserve Component) or DoD civilian employee,

5.9.1. Who meets the following criteria:

5.9.1.1. Distinguishes themselves by making a significant contribution to their country in the area of civil/human rights, race relations, equal opportunity, affirmative action, human resources, and/or public service.

5.9.1.2. Enthusiastically supports the civil rights movement.

5.9.1.3. Supports the full integration and promotion of minorities and women within the Armed Services.

5.9.1.4. Fosters support and understanding of the Armed Services among and between minority and non-minority members of the military and civilian population of the nation.

5.9.1.5. Fosters innovative and creative involvement within a community (civilian or military) that resulted in positive action on behalf of the residents.

5.9.1.6. Fosters better understanding between the races both in the Armed Forces and the private sector.

5.9.1.7. Has been committed, involved, and dedicated to the civil rights movement in the federal sector.

5.9.1.8. Has made personal sacrifices resulting in significant contributions to civil/human rights.

5.9.1.9. Has displayed the outstanding qualities that distinguish themselves as a leader and not a follower.

5.9.1.10. And believes in and practices the tenets of a democratic society, including the United States Constitution, the belief that all people are created equal, and that freedom is a God-given right that must be protected at all times.

5.9.2. Please refer to the AFPC/DPSIDR and MAJCOM/FOA/DRU solicitation announcements for specific nomination package requirements.

5.10. National Association of Hispanic Federal Executives (NAHFE) DoD Civilian Meritorious Service Awards. The NAHFE DoD Civilian Meritorious Service Awards recognize civilian employees of the DoD who have contributed to the advancement of Hispanic Americans in the DoD civilian workforce.

5.10.1. Only career civil service employees in grades GS-9 through GS-15 are eligible for this award, and nominees should be selected based on the following qualifications (Leading Change, Leading People, Results Driven, Business Acumen, and Building Coalitions) as they relate to one or more of the following criteria:

5.10.1.1. Has significantly contributed to the Global War on Terrorism.

5.10.1.2. Has enthusiastically promoted the tenets of civil/human rights, race relations, equal opportunity, affirmative employment, human relations, and public service programs.

5.10.1.3. Has created jobs, training opportunities, or programs that support and contribute to the advancement of Hispanic Americans toward senior-level positions, consistent with merit principles.

5.10.1.4. Has assisted the workforce in overcoming discrimination and eliminating barriers that hinder equal employment opportunity.

5.10.1.5. Has promoted programs and activities that advocate equal employment opportunity based on individual merit for all employees within the DoD workforce.

5.10.1.6. Has displayed exception character that distinguishes the individual as an outstanding leader and role model.

5.10.2. Please refer to the AFPC/DPSIDR and MAJCOM/FOA/DRU solicitation announcements for specific nomination package requirements.

5.11. National Image, Incorporated Meritorious Service Award. The National Image, Incorporated Meritorious Service Award honors military service men and woman,

5.11.1. Who meets the following criteria:

5.11.1.1. Distinguishes themselves by promoting the tenets of civil/human rights, race relations, equal opportunity, affirmative action, human relations, and/or public service.

5.11.1.2. Enthusiastically supports the civil rights of Hispanics.

5.11.1.3. Endorses the full integrations and promotion of minorities and women within the Armed Services.

5.11.1.4. Promotes a positive understanding of the Armed Forces among and between Hispanics and members of the military and civilian population of the nation.

5.11.1.5. Fosters innovative and creative involvement within a community (civilian and military) of all race and ethnic backgrounds that benefits the employees and/or residents.

5.11.1.6. Promotes programs and activities that advocate equal opportunity for Hispanics in the Federal workplace.

5.11.1.7. Displays the outstanding qualities that distinguish themselves as leaders.

5.11.1.8. Believes/practices the tenets of the United States Constitution and the democratic society that all people are created equal and that freedom is a right that must be protected vigilantly at all times.

5.11.2. Please refer to the AFPC/DPSIDR and MAJCOM/FOA/DRU solicitation announcements for specific nomination package requirements.

5.12. National Latina Symposium's Meritorious Service Awards. The National Latina Symposium's Meritorious Service Awards recognize military and civil service women from the National Capitol Region.

5.12.1. Award criteria for military nominees are as follows:

5.12.1.1. Embodies the qualities that are at the core of the service's mission.

5.12.1.2. Is well respected by their superiors and peers as leaders and upstanding servicewomen.

5.12.1.3. Displays exceptional character and represents the Hispanic community with dignity and pride.

5.12.2. Award criteria for civilian nominees are as follows:

5.12.2.1. Embodies the qualities that are at the core of the service's mission.

5.12.2.2. Aids in creating opportunities and careers that support and contribute to the advancement of Hispanic Americans toward senior-level positions.

5.12.2.3. Displays exceptional character and represents the Hispanic community with dignity and pride.

5.12.3. Please refer to the AFPC/DPSIDR solicitation announcement for specific nomination package requirements.

5.13. Women's History Month Science, Technology, Engineering and Math (STEM) Role Model Award. The Women's History Month STEM Role Model Award recognizes military and DoD civilian personnel who have distinguished themselves in the DoD mission, war on terrorism, or whose activities best epitomize the core values of their respective military service or organization.

5.13.1. The award criteria are as follows:

5.13.1.1. Creating programs, jobs, training opportunities and activities that will benefit the recruitment, retention, promotion or career development of women and minorities in DoD science, technology, engineering, and mathematical occupations and disciplines.

5.13.1.2. Promoting the tenets of civil/human rights, race relations, and public service programs in DoD STEM occupations and career fields, in addition to assisting the work force in overcoming discrimination and eliminating barriers that hinder equal opportunity for women and minorities in STEM positions.

5.13.1.3. Developing programs, leading activities, or influencing education curriculums that result in increasing the participation of minority youth in STEM majors or occupations.

5.13.1.4. Distinguishing themselves as leaders and mentors for female and minority youth, especially promoting their participation in science, technology, engineering, and mathematical educational programs and technical career fields.

5.13.1.5. Displaying exceptional character that distinguishes the individual as an outstanding leader, role model or mentor in promoting the development or advancement of STEM careers in the Federal service or minority communities.

5.13.1.6. Increasing significantly the participation of minority institutions in DoD STEM programs and opportunities that enhance the capacity building and infrastructure development of these institutions.

5.13.1.7. Receiving international, national, or high level recognition for significant contributions related to STEM accomplishments and using available platforms to increase the participation of women or minorities in STEM fields.

5.13.2. Please refer to the AFPC/DPSIDR and MAJCOM/FOA/DRU solicitation announcements for specific nomination package requirements.

Chapter 6 (Added-SEYMOURJOHNSONAFB)

CIVILIAN AWARDS

6.1. (SEYMOURJOHNSONAFB) Eligibility:

6.1.1. (SEYMOURJOHNSONAFB) The civilian awards are applicable to all civilian appropriated funded employees assigned to the 4th Fighter Wing, Seymour Johnson AFB. Nominees must be assigned to the nominating unit for the duration of the quarter under consideration and for at least six months for the annual award.

6.1.2. (SEYMOURJOHNSONAFB) Individuals who have won previous wing level quarterly awards are excluded from further competition for that level of competition during the same calendar year at the wing level. Example: if an individual is selected as Wing Senior Civilian of the Quarter for Jan-Mar 2011, he/she cannot compete until Jan-Mar 2012 for a wing quarterly award – individual may compete for an annual award or at levels below the wing. Individuals who have won an annual award are excluded from further competition for that level of competition for the following calendar year. Example: If an individual is selected for Senior Civilian of the Year 2011, he/she cannot compete for Senior Civilian of the Year 2012.

6.2. (SEYMOURJOHNSONAFB) Recognition:

6.2.1. (SEYMOURJOHNSONAFB) Plaques are awarded to all 4 FW APF civilian quarterly and annual award winners, medallions are presented at annual awards banquet only. Plaques are awarded to all 4 FW civilian quarterly and annual award winners, medallions are presented at annual awards banquet only. If awarded, electronic Request for Personnel Action (RPAs) will be created for APF employee by the winner's organization for a cash award of \$200 for Quarterly and \$400 for Annual winners. Supervisors may substitute an 8-hour Time-off Award for Quarterly winners and a 16-hour Time-Off Award for Annual winners. The respective civilian personnel office will assist in processing appropriate actions.

Chapter 7 (Added-SEYMOURJOHNSONAFB)

VOLUNTEER OF THE QUARTER/YEAR AWARDS

7.1. (SEYMOURJOHNSONAFB) Introduction:

7.1.1. (SEYMOURJOHNSONAFB) This award was established locally to recognize personnel for their volunteer service and enhance their visibility throughout the base.

7.2. (SEYMOURJOHNSONAFB) Eligibility:

7.2.1. (SEYMOURJOHNSONAFB) All military, federal civilians, family members, and military and federal retirees are eligible.

7.3. (SEYMOURJOHNSONAFB) Nomination Procedures:

7.3.1. (SEYMOURJOHNSONAFB) The Volunteer of the Quarter Award category is Significant Volunteer Accomplishments. Prepare the nomination on the most current version of the AF IMT 1206. Limit nominations to five bullet statements highlighting the volunteer's most significant accomplishments within the three-month period under consideration. Each Group/Wing Staff may nominate one person for consideration for each award period. Forward all Volunteer of the Quarter packages to 4 FW/CCCE.

7.3.2. (SEYMOURJOHNSONAFB) The Volunteer of the Year Award is prepared on the most current version of the AF IMT 1206. Limit nominations to 15 bullet statements highlighting the volunteer's most significant accomplishments within the twelve-month period under consideration. Each Group/Wing Staff may nominate one person for consideration for each award period. Forward all Volunteer of the Quarter packages to 4 FW/CCCE.

7.4. (SEYMOURJOHNSONAFB) Award Period:

7.4.1. (SEYMOURJOHNSONAFB) Quarterly nominations are due to 4 FW/CCCE on the date established by the 4 FW Awards Schedule.

7.5. (SEYMOURJOHNSONAFB) Board Procedures:

7.5.1. (SEYMOURJOHNSONAFB) The board will convene to evaluate the nomination packages for the quarterly awards.

7.5.2. (SEYMOURJOHNSONAFB) The board will consist of three members. A designated POC at the Airman & Family Readiness Center will take charge of the Volunteer of the Quarter/Annual board and its members.

7.5.3. (SEYMOURJOHNSONAFB) Each board member will evaluate the nomination packages in a fair and objective manner, and score the packages based on the "whole person concept." Board members will tally each nominee's total score in ranking order using the 4 FW Board Members score sheet provided by 4 FW/CCCE. Board members will then provide the board president with a rank order listing of the nominees. The Board President will combine each members "order of merit" scores on the Board President score sheet and total across the sheet. The individual with the lowest score will be the award winner.

7.5.4. **(SEYMOURJOHNSONAFB)** Board President score sheet along with each Board Members score sheet will be signed and turned into 4 FW/CCCE upon completion of the board.

7.5.5. **(SEYMOURJOHNSONAFB)** The winner will attend the 4 FW Recognition Ceremony and receive the Volunteer of the Quarter/Year plaque.

Chapter 8 (Added-SEYMOURJOHNSONAFB)

SPECIAL AND FUNCTIONAL AWARDS (OTHER THAN QUARTERLY AND ANNUAL AWARDS)

8.1. (SEYMOURJOHNSONAFB) Responsibilities:

8.1.1. (SEYMOURJOHNSONAFB) The 4 FW/CCEA is responsible for the overall management of special trophies and awards program for the Wing to include:

8.1.2. (SEYMOURJOHNSONAFB) Suspend groups/staff agencies on particular awards when message is received from higher headquarters (9 AF or ACC).

8.1.3. (SEYMOURJOHNSONAFB) Monitor community awards or awards not advertised through message traffic.

8.1.4. (SEYMOURJOHNSONAFB) Review nomination packages and ensure compliance with applicable directives.

8.1.5. (SEYMOURJOHNSONAFB) Establish a spreadsheet or database tracking system to monitor awards/trophies for each specialty and function.

8.1.6. (SEYMOURJOHNSONAFB) Ensure awareness on awards/trophies through aggressive publication campaign and maintenance of a tentative submission suspense listing briefed at Wing Staff Meetings.

8.1.7. (SEYMOURJOHNSONAFB) Continue to develop, with 4 FW/CC approval, new awards and/or categories to recognize the outstanding accomplishments of the Wing's military and civilian personnel.

8.2. (SEYMOURJOHNSONAFB) Award Suspense Notification:

8.2.1. (SEYMOURJOHNSONAFB) Upon receipt of award submission message, the Recognition Monitor will send out a message to all the groups and staff agencies. The suspense will *normally* be one week before the HHQ suspense and is subject to change based on holidays, down days, etc. All award packages and negative replies will go to the 4 FW/CCEA Recognition Monitor.

8.2.2. (SEYMOURJOHNSONAFB) Routing of functional awards to the Wing is not required unless a nomination letter signed by the 4 FW/CC is required. Each group is responsible for sending functional award packages to the respective POC IAW the solicitation message.

8.3. (SEYMOURJOHNSONAFB) Recognition Ceremony:

8.3.1. (SEYMOURJOHNSONAFB) Individuals selected as Wing-level winners for special and functional awards will receive recognition through their group, and a letter of congratulations from the 4 FW/CC.

Chapter 9 (Added-SEYMOURJOHNSONAFB)**DORMITORY EXCELLENCE AWARDS****9.1. (SEYMOURJOHNSONAFB) Introduction:**

9.1.1. (SEYMOURJOHNSONAFB) This award was established to promote a sense of community among dormitory residents. The award recognizes the individual efforts of dormitory residents in their own living space and recognizes dormitory councils collectively.

9.2. (SEYMOURJOHNSONAFB) Nomination Procedures:

9.2.1. (SEYMOURJOHNSONAFB) The unit first sergeants review the supervisor's monthly reports of inspection and, along with unit leadership and dorm council input, select the room to represent the dormitory as room of the quarter during the quarterly assessment. All dormitories are inspected during the quarterly assessment.

9.2.2. (SEYMOURJOHNSONAFB) During the scheduled quarterly assessment, each first sergeant and a representative for each dorm council and the nominee for the room of the quarter should be on hand according to the schedule and should accompany the assessment team through the inspection.

9.3. (SEYMOURJOHNSONAFB) Selection Procedures:

9.3.1. (SEYMOURJOHNSONAFB) A quarterly assessment will be accomplished by the 4 FW/CCC using scoresheets provided by Dormitory Management. Unit involvement, Dorm Council activity, cleanliness, maintenance, future plans, and self help projects undertaken are the main considerations.

9.3.2. (SEYMOURJOHNSONAFB) Once assessment is complete, the scores will be added up to determine the winner of Dormitory of the Quarter and Room of the Quarter award. The 4 FW/CCC will schedule the presentation of the awards which consist of a day pass for the Room of the Quarter and a presentation sized check for \$2,000 dollars for the Dormitory of the Quarter to be spent on dormitory improvements IAW AFI 65-601, V1- V3.

DARRELL D. JONES, Lieutenant General, USAF
DCS, Manpower, Personnel and Services

(SEYMOURJOHNSONAFB)

JEANNIE M. LEAVITT, Colonel, USAF
Commander, 4th Fighter Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-28, *Awards and Decorations Programs*, 30 July 2012

AFI 24-101, *Passenger Movement*, 19 October 2012

AFI 34201, *Use of Nonappropriated Funds (NAFs)*, 17 June 2002

AFI 33-129, *Web Management and Internet Use*, 3 February 2005

AFI 33-332, *Air Force Privacy Program*, 16 May 2011

(Added-SEYMOURJOHNSONAFB) AFI 36-2805, *Special Trophies and Awards*, 29 June 2001

AFI 36-2840 (I), *Zachary and Elizabeth Fisher Distinguished Civilian Humanitarian Award*, 15 May 1998

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 July 2011

AFI 36-3014, *Clothing Allowances for Air Force Personnel*, 22 May 2007

AFI 51-601, *Gifts to the Department of the Air Force*, 26 November 2003

AFI 65-601V1, *Budget Guidance and Procedures*, 3 March 2005

(Added-SEYMOURJOHNSONAFB) AFI 65-601V2, *Budget Management for Operations*, 18 May 2012

(Added-SEYMOURJOHNSONAFB) AFI 65-601V3, *The Air Force Budget Corporate Process*, 08 August 2011

AFMAN 33-363, *Management of Records*, 1 March 2008

AFMAN 33-152, *User Responsibilities and Guidance for Information Systems*, 1 June 2012

(Added-SEYMOURJOHNSONAFB) No Prescribed Forms

System of Records Notice F036 AF PC V, *Awards and Decorations*

Prescribed Forms

AF Form 1206, *Nomination for Award*

Adopted Forms

(Added-SEYMOURJOHNSONAFB) AF IMT 833, *Multimedia Work Order*.

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

(Added-SEYMOURJOHNSONAFB) **4 FW**—4th Fighter Wing

(Added-SEYMOURJOHNSONAFB) **9 AF**—9th Air Force

AAFES—Army and Air Force Exchange Service

AAPI—Asian Americans and Pacific Islander

AEP—Affirmative Employment Program

AF/A1SRU—Air Force Uniforms and Recognition Branch

AFA—Air Force Association

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPC—Air Force Personnel Center

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

(Added-SEYMOURJOHNSONAFB) AFRIMS—Air Force Records Information Management System

AFRR—Air Force Recognition Ribbon

AFSA—Air Force Sergeants Association

ANG—Air National Guard

APA—Asian Pacific Americans

ARC—Air Reserve Component

BIG—Blacks in Government

CINC—Commander-in-Chief

CMSAF—Chief Master Sergeant of the Air Force

CSAF—Chief of Staff

DAF—Department of the Air Force

DoD—Department of Defense Department of the Air ForceDepartment of Defense

DRU—Direct Reporting Unit

EEO—Equal Employment Opportunity

FAPAC—Federal Asian/Pacific American Council

FEW—Federally Employed Women Direct Reporting UnitEqual Employment Opportunity

FOA—Field Operating Agency

GEICO—Government Employees Insurance Company

(Added-SEYMOURJOHNSONAFB) GSU—Geographically Separated Units

HBCU—Historically Black Colleges and Universities

HQ USAF—Headquarters, United States Air Force

IAW—In Accordance With Headquarters United States Air Force

ION—Institute of Navigation

LULAC—League of United Latin American Citizens Joint Federal Travel
 RegulationLeague of United Latin American Citizens

MAJCOM—Major Command

MPS—Military Personnel Section

MSS—Mission Support Squadron

NAA—National Aeronautic Association

NAF—Nonappropriated Funds

NAF—Numbered Air Force

NAHFE—National Association of Hispanic Federal Executives

NAACP—National Association for the Advancement of Colored People

NASA—National Aeronautics and Space Administration

NCO—Noncommissioned Officer

NCOA—Noncommissioned Officers Association

NPSA—National Public Service Award

(Added-SEYMOURJOHNSONAFB) NLT—No Later Than

OAB—Outstanding Airman Badge

OAY—Outstanding Airmen of the Year

OAYR—Outstanding Airman of the Year Ribbon

OPR—Office of Primary Responsibility

OSD—Office of the Secretary of Defense

PME—Professional Military Education

(Added-SEYMOURJOHNSONAFB) RDS—Records Disposition Schedule

RIP—Report of Individual Personnel

SAF/PA—Secretary of the Air Force Office of Public Affairs

SDI—Special Duty Identifier

STEM—Science, Technology, Engineering and Math

TDY—Temporary Duty

USAFA—United States Air Force Academy

USAFR—United States Air Force Reserve

(Added-SEYMOURJOHNSONAFB) WSA—Wing Staff Agencies

Attachment 2**BIOGRAPHY SAMPLE FOR SPECIAL TROPHIES AND AWARDS****SENIOR AIRMAN JOHN Q. DOE**

AFSC: 3M031, Services Apprentice

Senior Airman John Q. Doe is a Services Apprentice assigned to the Ford Dining Facility as a shift leader, Jones Air Force Base, Texas. He is 27 years old. Airman Doe was born in Lexington, Kentucky, on 1 August 1966. He attended Central High School, graduating as class salutatorian in May 1984. He lettered each year in football, basketball, and baseball. He served as student body president and was a member of the math and science club. After graduating from high school, Airman Doe was locally employed. He served as a church council officer for the Good Shepherd Church in Covington, Kentucky. He subsequently enlisted in the Air Force in 1990 and arrived at Lackland AFB, Texas, in October 1990 for basic training. Upon graduation, he received a direct-duty assignment to the First Services Squadron, Jones AFB, Texas, arriving in December 1990. Since arriving at Jones AFB, he has served in a variety of positions, including store room clerk and his current assignment. Airman Doe is an active member of the Big Brothers Association and assisted in his unit's Thanksgiving dinner to feed the homeless this past year. His military awards include the National Defense Service Medal and the Air Force Training Ribbon. He attends Lucas College in Smith, Texas, and is working toward a Bachelor's Degree in Business Administration. **Note:** Single-space the narrative portion of the biography. Double-space between name and AFSC.

(Added) (SEYMOURJOHNSONAFB)**SENIOR AIRMAN JOHN Q. DOE**

AFSC: 3M031, Services Apprentice

Senior Airman John Q. Doe is a Services Apprentice assigned to the Ford's Dining Facility as a shift leader, Jones Air Force Base, Texas. He is 27 years old. Airman Doe was born in Lexington, Kentucky, on 1 August 1966. He attended Central High School, graduating as class salutatorian in May 1984. He lettered each year in football, basketball, and baseball. He served as student body president and was a member of the math and science club. After graduating from high school, Airman Doe was locally employed. He served as a church council officer for the Good Shepherd Church in Covington, Kentucky. He subsequently enlisted in the Air Force in 1990 and arrived at Lackland AFB, Texas, in October 1990 for basic training. Upon graduation, he received a direct-duty assignment to the First Services Squadron, Jones AFB, Texas, arriving in December 1990. Since arriving at Jones AFB, he has served in a variety of positions, including store room clerk and his current assignment. Airman Doe is an active member of the Big Brothers Association and assisted in his unit's Thanksgiving dinner to feed the homeless this past year. His military awards include the National Defense Service Medal and the Air Force Training Ribbon. He attends Lucas College in Smith, Texas, and is working toward a Bachelor's Degree in Business Administration. **NOTE:** Single-space the narrative portion of the biography. Double-space between name and AFSC.

Attachment 3**CITATION FORMAT FOR SPECIAL TROPHIES AND AWARDS**

CITATION TO ACCOMPANY THE AWARD OF

THE _____ AWARD FOR 20__

TO

JOHN J. JONES

Sergeant John J. Jones distinguished himself as Chief, Weather Station Operations, 12th Operations Support Squadron, Randolph Air Force Base, Texas, from 1 July 2003 to 30 June 2004. Sergeant Jones expertly led a team of highly-skilled weather technicians in the largest and most diverse Wing within Air Education and Training Command, ensuring the safe completion of over 40,000 training sorties per year. He anticipated and provided all operational atmospheric support to the Numbered Air Force and Wing commanders and staffs, as well as eight flying squadrons with 170 aircraft assigned. The distinctive accomplishments of Sergeant Jones reflect credit upon himself and the United States Air Force.

Note: Print the citation in landscape format. Left and right margins must be 1 1/2 inches. Limit the citation to approximately 50-70 key words which properly describe the nominee's accomplishments or achievements. Key words are defined as those words between the opening and closing statements.

Attachment 4

**AWARDS AUTHORIZED THE AIR FORCE RECOGNITION RIBBON (AFRR) OR
THE AIR FORCE RECOGNITION LAPEL PIN**

**Table A4.1. Awards Authorized the AFRR or the Air Force Recognition Lapel Pin
(Listed by OPR and AFI or other guidance)**

Award	OPR	Reference
AETC Top Tech Competition	HQ AETC/A1	COM2AF Top Tech XI OPLAN
AF Security Forces Awards Program	HQ AFSFC/SFM	AFI 36-2848
Air Force Intelligence Awards	AF/A2	AFI 36-2820
Air Force Productivity Excellence Award	AFMIA/MIPI	AFI 36-2830
AMC Rodeo Awards	HQ AMC-A3EA	AMCI 36-2806
AMC Rodeo Team Awards	HQ AMC-A3EA	AMCI 36-2806
Annual Acquisition Awards Programs	SAF/AQ	AFI 36-2835
Annual Inspector General Awards	SAF/IGI	AFI 36-2816
Chaplain Service Awards	USAF/HCX	AFI 36-2811
Chief of Staff Team Excellence Award	AFMA/MAPI	AFI 36-2868
Civil Engineer Awards Program	HQ AFCESA/DP	AFI 36-2817
Colonel James Jabara Airmanship Award	HQ USAFA/CMA	USAFAI 36-2807
Defender Challenge Awards	HQ AF/A7S, Security Forces Regional Training Center Awards Program	AFSPCI 36-2848
Enlisted Aide of the Year Awards Program	AFSLMO	AFI 36-2810
Eugene M. Zuckert Management Award	AFMIA/MIPI	AFI 36-2829
Financial Management and Comptroller Annual Awards Program	SAF/FMPW	AFI 36-2846
General Jerome F. O'Malley Award	ACC/DOTR	AFI 36-2864
Guardian Challenge Awards	HQ AF/A7S, Security Forces Regional Training Center Awards Program	AFSPCI 36-2848
History Awards	AF/HO	AFI 36-2863
HQ USAF DCS Operations, Plans and Requirements Annual Awards Program	HQ AF/A3/5EC	AFI 36-2807
Judge Advocate General Awards	AF/JAXP	AFI 36-2855
Manpower & Quality Management Awards for Professional Excellence	USAF/XPMI	AFI 36-2832 (rescinded)

Medical Service Awards	AF/SG1	AFI 36-2856
Mission Support Awards Program (Installation and HQs)	USAF/A1	AFI 36-2819
Outstanding Officer and Enlisted Individual Mobilization Augmentee (IMA) of the Year Awards	HQ ARPC/DRM	AFI 36-2808
Public Affairs Policies and Procedures	SAF/PAR	AFI 35-101
Recruiting and Military Training Awards	HQ AETC	N/A
Safety Awards	HQ AFSC/SEA	AFI 36-2833
Science and Technology Awards	HQ USAF/ST	AFI 36-2843
Scientific/Operations Research Analyst Recognition Program	AFSAA/SA	AFI 36-2844
SECAF Chief of Warfighting Integration & Chief Information Officer Special Trophies & Awards	HQ SAF/A6S	AFI 36-2845
Services Awards	HQ AFSVA/SVPCO	AFI 36-2852
Special Trophies and Awards	AFPC/DPSID	AFI 36-2805
Test and Evaluation Awards	HQ USAF/TEP	AFI 36-2862
The Career Assistance Advisor, First Term Airman's Center and Enlisted Professional Enhancement Programs	USAF/A1PFE	AFI 36-2624
The Commander-in-Chief's (CINC's) Annual Awards for Installation Excellence	HQ USAF/A7CAE	AFI 36-2831
The USAF Installations and Logistics Award Program	USAF/ILPS	AFI 36-2822
The USAF Logistics Readiness Awards Program	USAF/A4RF	AFI 36-2821
The USAF Maintenance Awards Program	USAF/A4MM	AFI 36-2818
William Tell Awards	HQ ACC	N/A